



# MIS

## Covid-19 Staff Absence Analysis

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## Welcome

During this period of uncertainty SBS realise that schools will have many staff either self-isolating or absent due to contracting the Coronavirus.

We have designed a report for you to be able to analyse your staff absences by those Self-Isolating or those who have unfortunately contracted the Covid-19 virus.

The following Absence codes will need to be added to your SIMS system:

SI – Self-Isolation

C19 – Covid-19

They will need to be added to **Absence Type** lookup.

These Lookups can be added by following the instructions below:

In **SIMS** go to

- **Tools**
- **Lookups**
- **Maintain lookups**
- Change the **Data Area** to **Staff** using the drop-down arrow
- Click the **Search** Button
- Double click on **Absence Type**
- Click on the **NEW** button
- Add the Code eg **SI**
- Description will be **Self-Isolation**
- Category will be **Oth – Other paid authorized absence, eg compassionate leave**
- Make sure there is a **Tick** in Active box
- Click **OK**
- Repeat the above process by clicking **New** again and adding a code of **C19** and category of **Sickness**.
- Now click the blue **Save** icon in the top left corner

A message will appear advising that the changes will not take proper effect until you have logged out of SIMS and back in. Click **OK** to this message.

Add your staff absence in the normal way choosing either **Self-Isolation** or **Covid-19** and ensuring you are entering the **Working Days Lost** field.

To download the report:

- Save the .RptDef file to an available folder; it doesn't matter what folder is chosen as the .RptDef does not contain any sensitive data.
- Open SIMS and select **Reports | Import**.
- You can use the yellow folder to browse to select the .RptDef file.
- Highlight the report and click **Open** and then **Import**.
- The tick will disappear from the Description box and the status will now be Imported.
- You can now click Close.

To run the report:

In **SIMS** go to

- Select **Reports | Run Report**. Click the + next to the **Focus** folder, highlight the **Staff** folder and scroll down on the right-hand side to find the **SBS – Staff Absence Analysis Report**.
- A parameter value screen will appear, simply choose the period to report on of when the absences started and finished. **You will need to enter the end date twice.**

The Excel report will open to show you a table of analysis based on your staff absences on one tab and the staff data it is analyzing on the other. **WDL refers to Working Days Lost**.

Using the drop-down arrows on the table you can choose to filter the report based on Teacher (T/True) or Support Staff (F/False) or you can leave it as the default All which will include everyone. You can also filter by Gender.

Should you have any problems importing the report please contact our MIS Service Desk on 0345 222 1551 • Option 3 or email [MISservicedesk@schoolbusinessservices.co.uk](mailto:MISservicedesk@schoolbusinessservices.co.uk)