

Example Report

This report shows the percentage of time lost over a given period. The "Absence Rate" is defined as the number of Full Time Equivalents available for the period against the number of Full Time Equivalents lost for the period.

Absence Timeline Analysis

Month	Abs (FTE)	Abs (Calendar Days)	Average Salary	Total Cost FTE (Cost Per Day * Abs FTE)	Total Cost CA (Cost Per Day * Abs CA)	No of Absences	Abs (FTE)	Abs (Calendar Days)	Average Salary	Total Cost FTE	Total Cost CA
2004-05	4,800.00	128,461.07	2,469	11,841,600	214,524,200	1,001	5,000.00	128,461.07	2,469	12,500,000	214,524,200

Top tips for a successful implementation

You need to consider the following now, in anticipation of the implementation of ESR in your organisation:

■ Devolved or centralised absence?

ESR is designed to devolve the entry of absence data. This minimises the amount of administration and paperwork, and ensures the entry of data in a timely fashion.

■ **Real-time data entry** - ESR can provide a 'live' picture of the state of absences in an organisation, once data entry is migrated from a batch entry process.

■ **Recording absence in calendar days** - ESR enables a single point of entry of absences that

links directly to payroll. This implies a day-based recording of absences. If this is not currently being undertaken in your organisation then it is recommended that you collect absence statistics in this way before ESR goes live. This will enable like-for-like comparisons.

■ **Active management of absences** - Consistency in the information recorded by ESR will enable meaningful comparison between different NHS organisations, thereby providing insight into successful methods of absence reduction. A mechanism for such analysis and the management of improvement should be put in place.

These are actions relevant to the Absence function of ESR. Other factsheets in this series describe actions to be considered with regards to other capabilities.

For further information relating to ESR, please contact your local Account Manager or visit the ESR website on www.esrsolution.co.uk



ABSENCE



NHS Electronic Staff Record
McKesson Headquarters, Warwick Technology Park, Warwick, CV34 6NZ
Email: communications@esrsolution.co.uk

World-class People Management for a 21st Century NHS

ESR allows staff absences to be **monitored** and **managed** at local, regional and national levels, while all the associated payment entitlements are handled **automatically**

WHAT IT LOOKS LIKE

The following screenshots detail:

- Collection of data
- Entitlement calculation
- An example report

OVERVIEW

ESR enables NHS organisations to monitor and manage the times when staff are away from work – including sickness, annual leave, special leave and maternity. Every aspect of the calculation of entitlements and payment to employees is processed automatically, while minimising the amount of data entry needed. A wide range of reports allows absence to be monitored at individual, local, regional and national levels.

Benefits

■ Managing of entitlements, including:

- Occupational Sick Pay. The national scheme and any locally-agreed schemes.
- Statutory Sick Pay.
- Occupational Maternity Pay. The national scheme and any locally-agreed schemes.
- Statutory Maternity Pay.

■ Full integration with the payroll functionality for payment of calculated entitlements.

■ Local absence management reports, including:

- Analysis of estimated costs of absence.
- Detailed absence record by individual or group.
- Half pay-nil pay.
- Bradford Factor for monitoring of absence instance patterns.

■ Absence analysis at regional and national level. ESR will ensure that the NHS will have a consistent absence monitoring benchmark because all Trusts will report in the same way.

“Possible quote to go here?”

Collection of Data

Absence Data Collection Form

The Type of Absence is selected from a national list of values. In this example, “Sickness” is entered (other types include Maternity, Paternity, Adoption and Annual Leave). The user should also input the reason for sickness, the start date and the end date, if known.

The information is only entered once into ESR to feed both the payroll and reporting functionality.

The number of calendar days lost is automatically calculated. This forms the basis for reports and is the agreed format for returns to the Department of Health and the Welsh Assembly.

Absence Evidence Form

Users can enter the evidence against an occurrence of absence, together with the date of the evidence and the date on which they received this evidence. The source is entered as free text. If the employee personally informs their employers of their absence, the “Self Certified” tick box should be checked.

Entitlement Calculation

OSP Entitlement Calculation

ESR will calculate an employee's entitlement to Occupational Sick Pay based on the amount of continuous service.

When staff transfer within the NHS, sickness information will be automatically carried forward. This will ensure that entitlements are calculated correctly from the start of the new employment.

Ensuring that an employee has the correct continuous service dates and is set up against the appropriate OSP scheme will ensure the calculation of the correct entitlements.

This form provides users with a quick and efficient method of informing staff of their entitlements, especially during long term sickness. It highlights when the employee will drop to half pay and then to nil pay.

SSP Entitlement Calculation

Based on the previous two months average earnings, the SSP calculations show what will be paid to the employee and when.