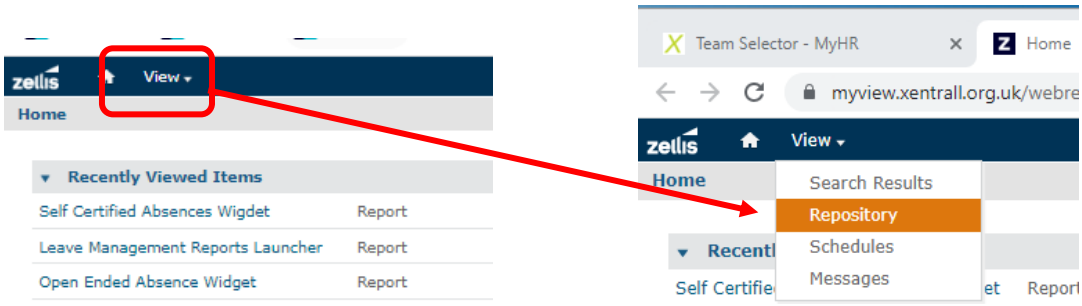
MyHR Staff Absence Import into Arbor MIS

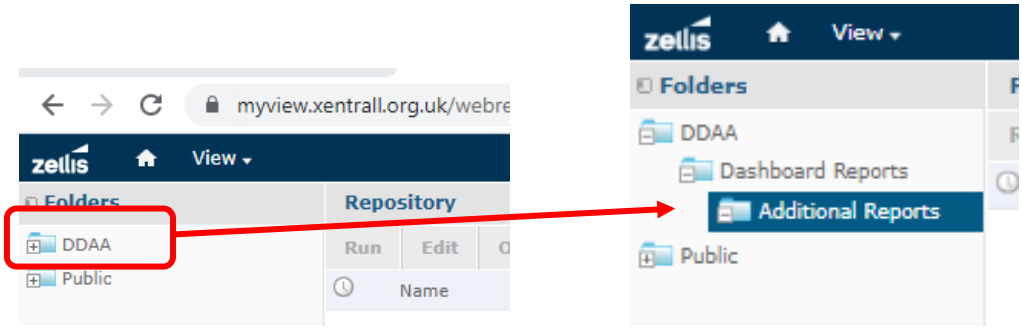
Once staff absences are entered into MyHR you can export and import into your Arbor MIS system. This will save duplication and hopefully prove more efficient for school staff.

Accessing MyHR Reports

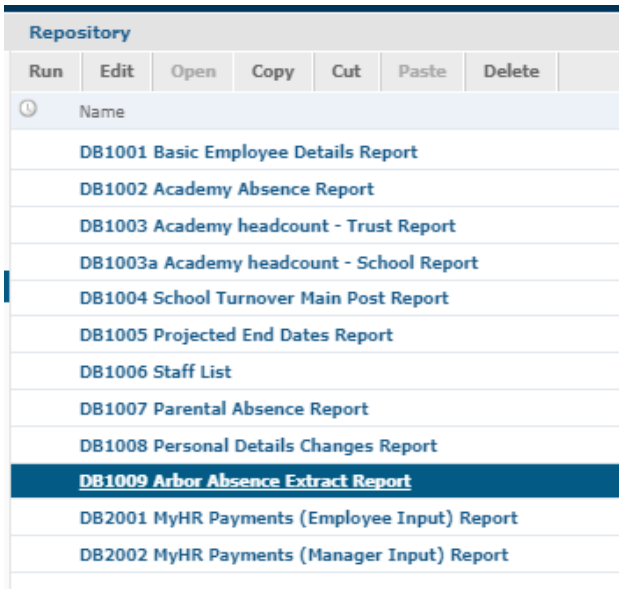
- Go to '**My People**'
- Select **Reports** from the left hand menu
- Reporting Services will open on a new tab
- For reports, click **View,** then **Repository**



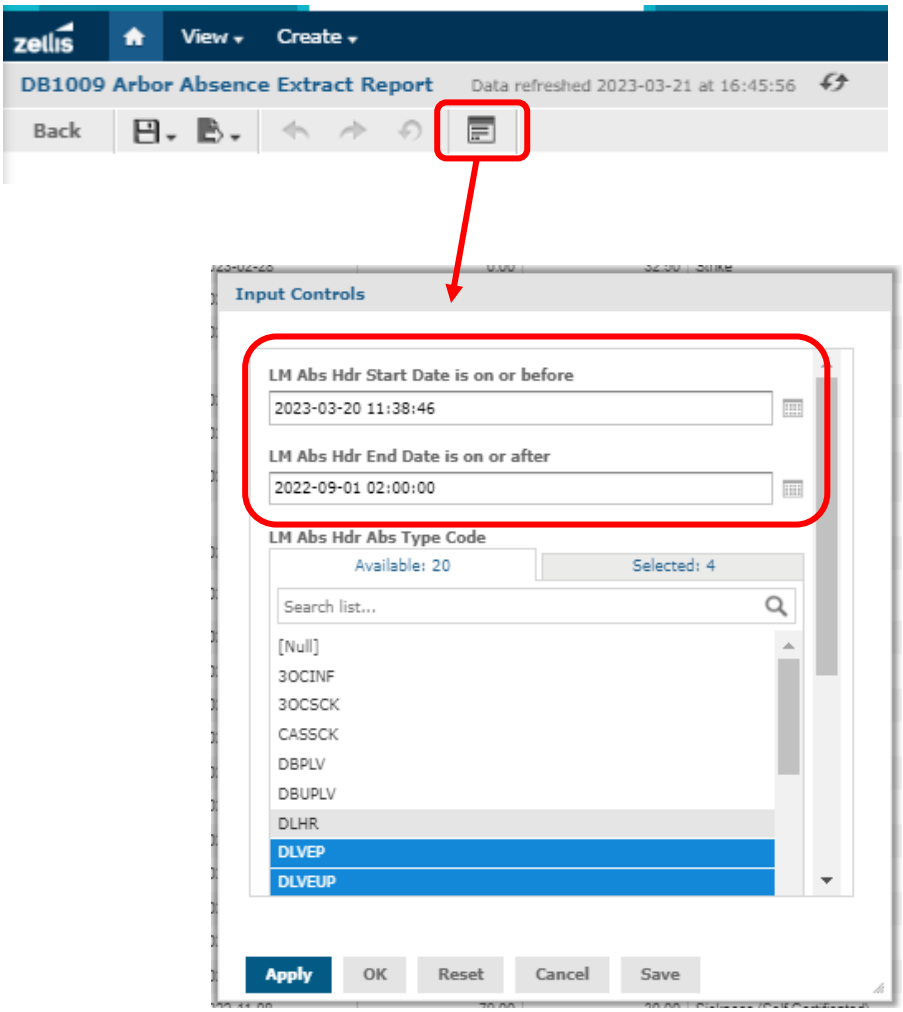
- Use the '**+**' to open the folder path **DDA -> Dashboard Reports -> Additional Reports**



- From the list of reports, select **DB1009 Arbor Absence Extract Report**



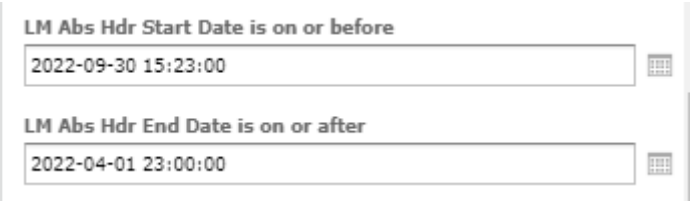
- Click **Input Controls** to filter the data



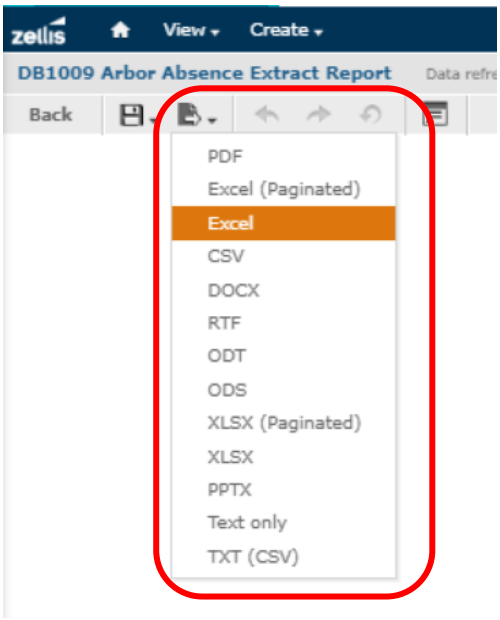
* **LM Abs Hdr Start Date is on or before** – enter the END of the period you are looking at

* **LM Abs Hdr End Date is on or after** – enter the START of the period you are looking at.

e.g for absence history between 01/04/2022 – 30/09/2022 enter …



- You do not need to change other options, only the date range.
- Click Apply, then OK to close the Input Controls Box.
- To download the Report into an Excel document, click the Export button



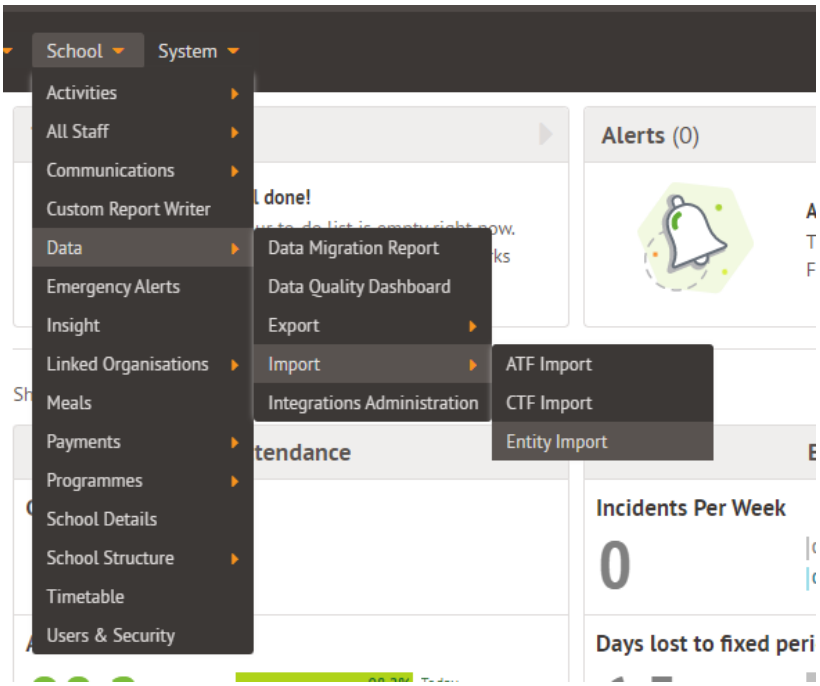
Things to note:

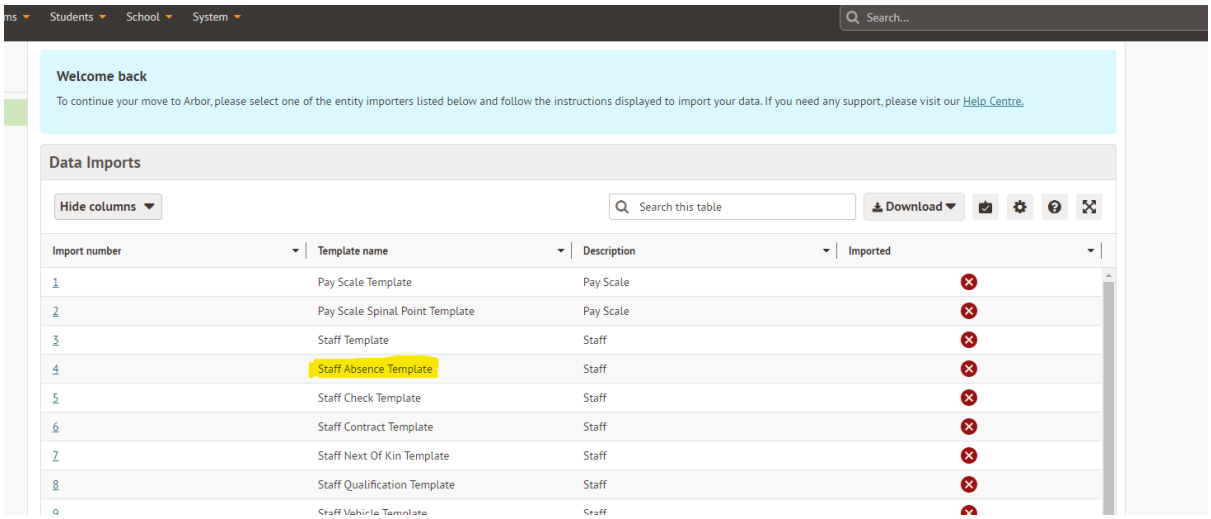
The MyHR report includes Saturday & Sunday in the total days calculation, as we do not hold work patterns in the Payroll system. You can load the data into Arbor as is so that the 2 systems match or, you can re-calculate the total days based on the employee's working week. To help with this, we have included the absence start and end DAY in the last 2 columns of the MyHR report which should make it easier to see where weekends are included.

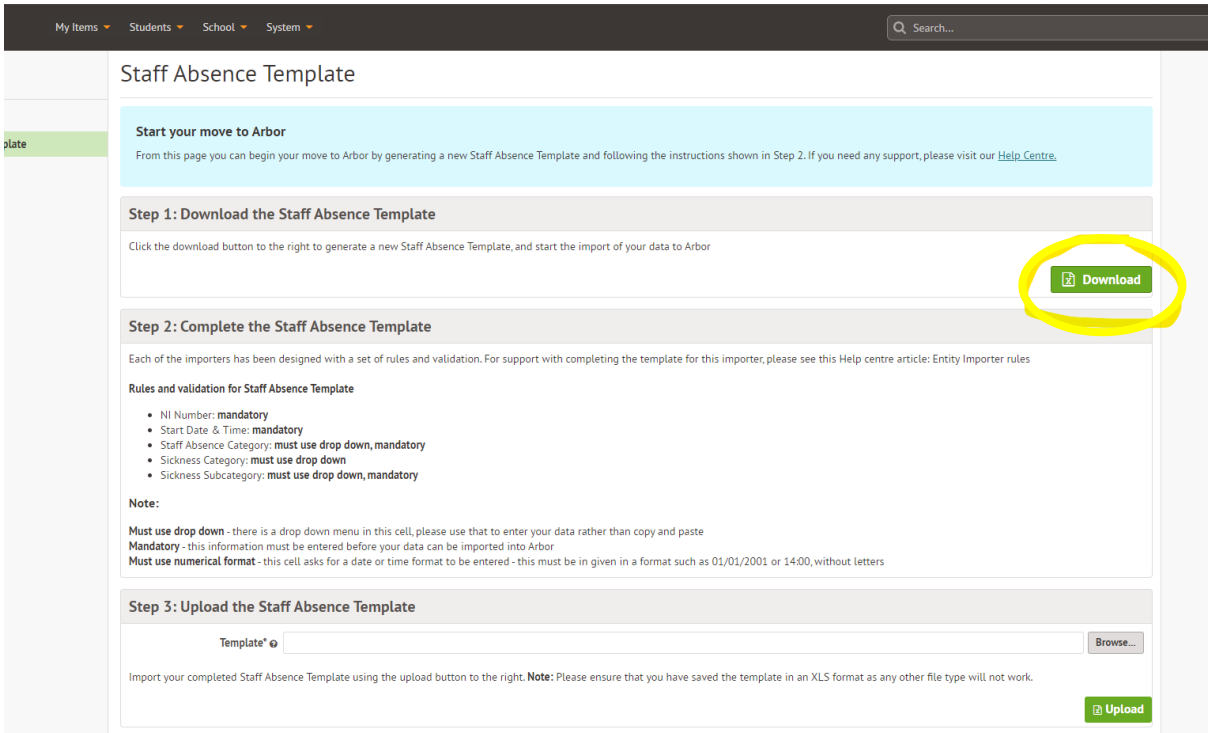
For help using MyHR Reports, please contact the Support Team at myhr@xentrall.org.uk or 01642 524567

Arbor

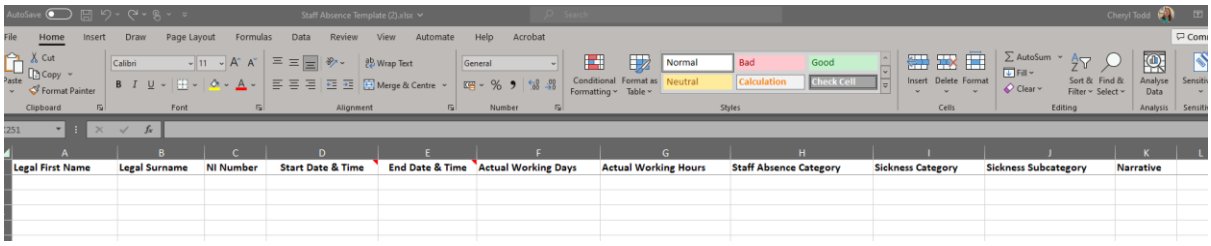
- Log into Arbor and download the staff absence import file via the School | Data | Import | Entity Import menu route.







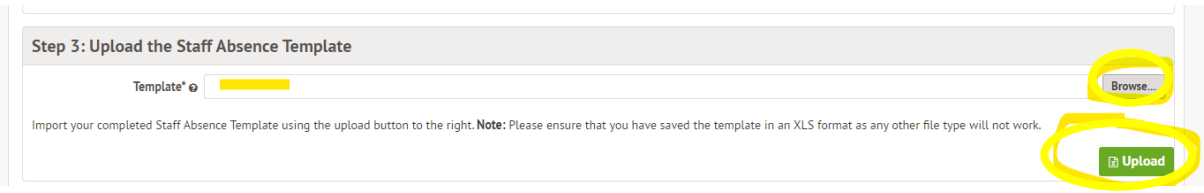
- Open the downloaded excel file.



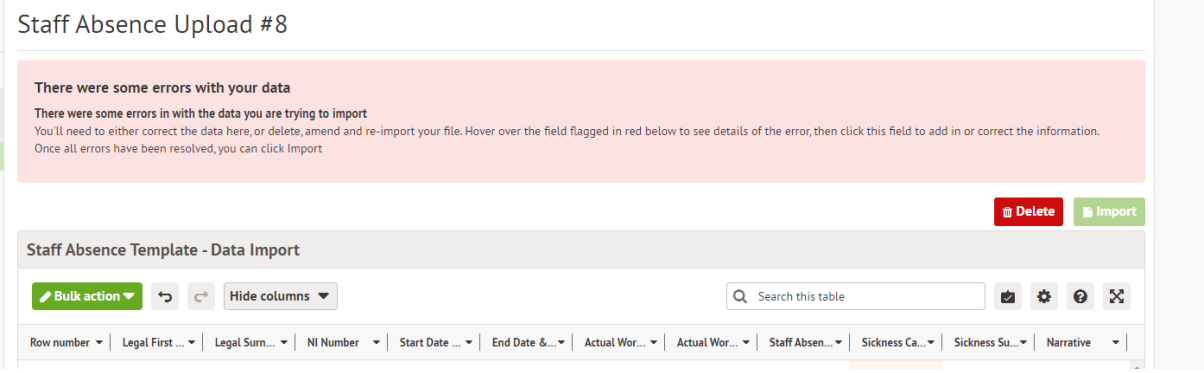
- Paste in the data (do not take title row) from your MyHR export columns A to J only and check the data is aligned with the correct titles.

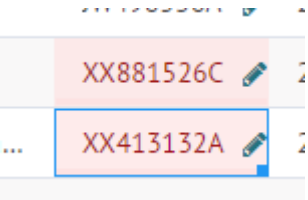
- Save the file.
- In Arbor go back to your data import menu route and browse for the file to import.

School | Data | Import | Entity Import | Staff Absence Template

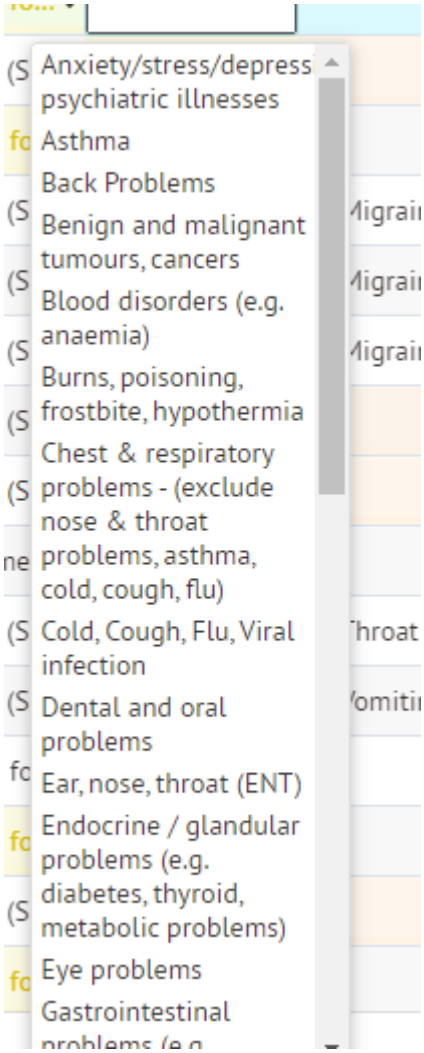


- Press the upload button to start the process.
- If you get an error saying there are errors in the data it could be that your staff members have missing NI numbers in Arbor. These will need entering before you can continue with the upload.

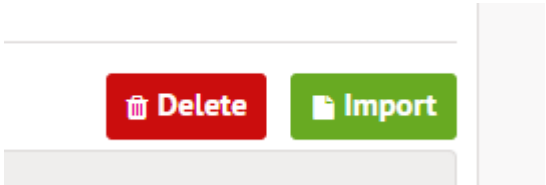




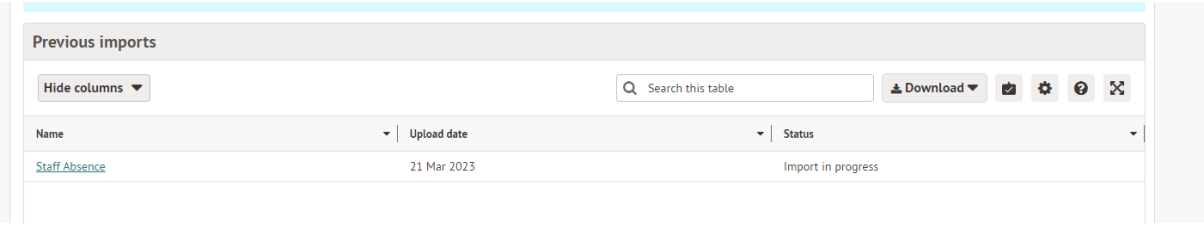
- You can correct errors on screen using the pencil icon but we advise that you delete and fix the data in Arbor and then do the upload again to save this happening for future uploads.
- If any of the Sickness categories are empty you can populate these if you wish using the drop down menu. They are **not mandatory** and the absences will import ok with just a Staff Absence Category and blank sickness categories.



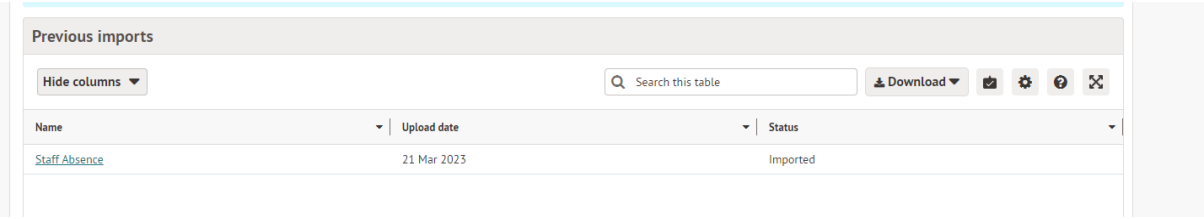
- One you are happy with the data you can click the import button.



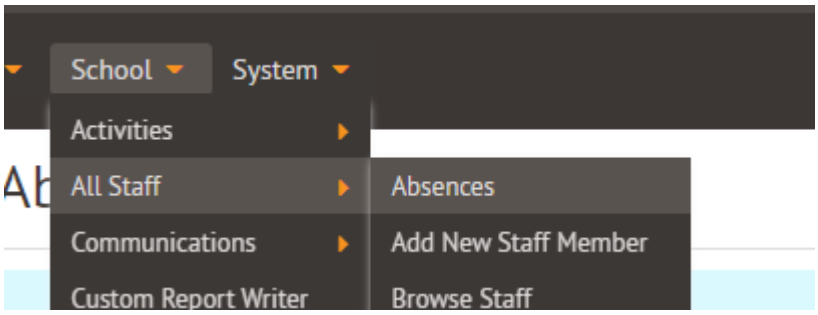
- Back on the import screen you will see the status work through the import process.



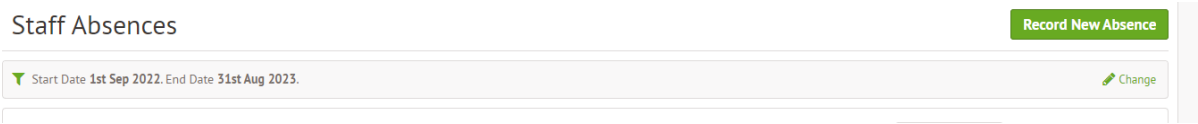
- Refresh the screen to see the progress.



- The process is now complete, and you will see the absences stored against the staff members Arbor record and can be viewed via the School | All Staff | Absences menu route or their individual records.



- Change the dates to see more absences.



For help using Arbor, please contact your IT department.