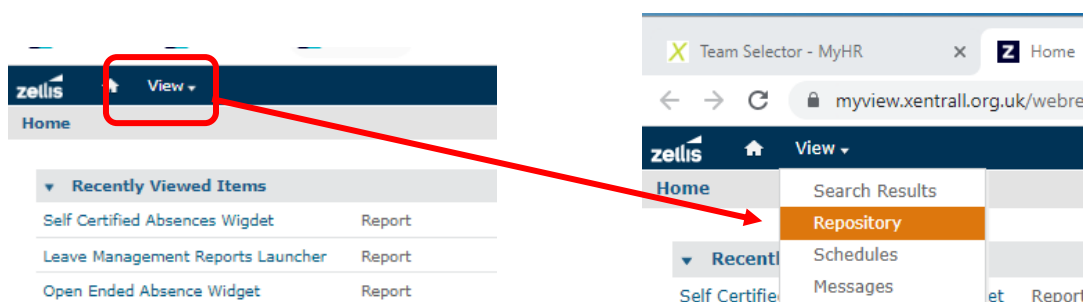


MyHR Staff Absence Import into Arbor MIS

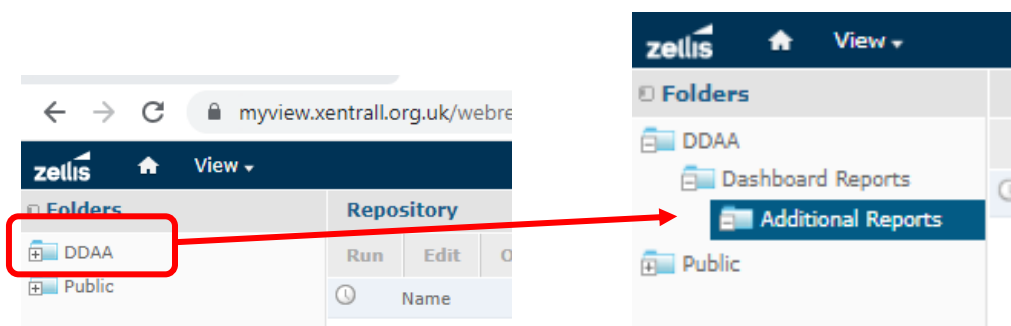
Once staff absences are entered into MyHR you can export and import into your Arbor MIS system. This will save duplication and hopefully prove more efficient for school staff.

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**

Repository							
Run	Edit	Open	Copy	Cut	Paste	Delete	
	Name						
DB1001 Basic Employee Details Report							
DB1002 Academy Absence Report							
DB1003 Academy headcount - Trust Report							
DB1003a Academy headcount - School Report							
DB1004 School Turnover Main Post Report							
DB1005 Projected End Dates Report							
DB1006 Staff List							
DB1007 Parental Absence Report							
DB1008 Personal Details Changes Report							
<u>DB1009 Arbor Absence Extract Report</u>							
DB2001 MyHR Payments (Employee Input) Report							
DB2002 MyHR Payments (Manager Input) Report							

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

zellis

View

Create

DB1009 Arbor Absence Extract Report

Data refreshed 2023-03-21 at 16:45:56

Back

Input Controls

LM Abs Hdr Start Date is on or before

2023-03-20 11:38:46

LM Abs Hdr End Date is on or after

2022-09-01 02:00:00

LM Abs Hdr Abs Type Code

Available: 20Selected: 4

Search list...

[Null]

3OCINF

3OCSCK

CASSCK

DBPLV

DBUPLV

DLHR

DLVEP

DLVEUP

Apply

OK

Reset

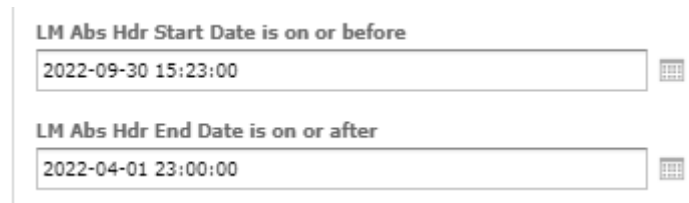
Cancel

Save

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

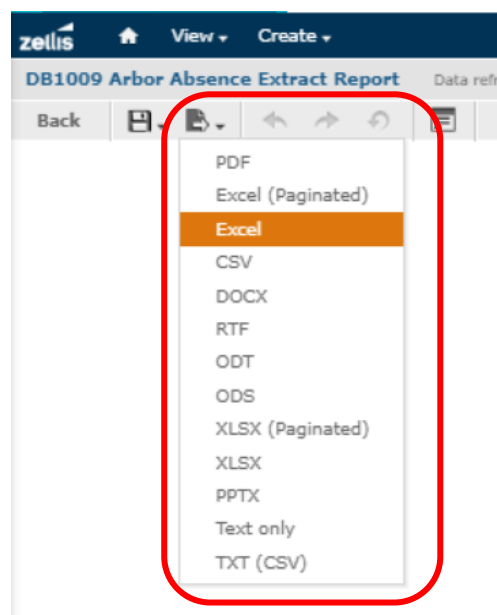
* **LM Abs Hdr End Date is on or after** – enter the START of the period you are looking at.

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



The screenshot shows a form with two input fields. The first field is labeled "LM Abs Hdr Start Date is on or before" and contains the text "2022-09-30 15:23:00". The second field is labeled "LM Abs Hdr End Date is on or after" and contains the text "2022-04-01 23:00:00". Both fields have a calendar icon to their right.

- 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



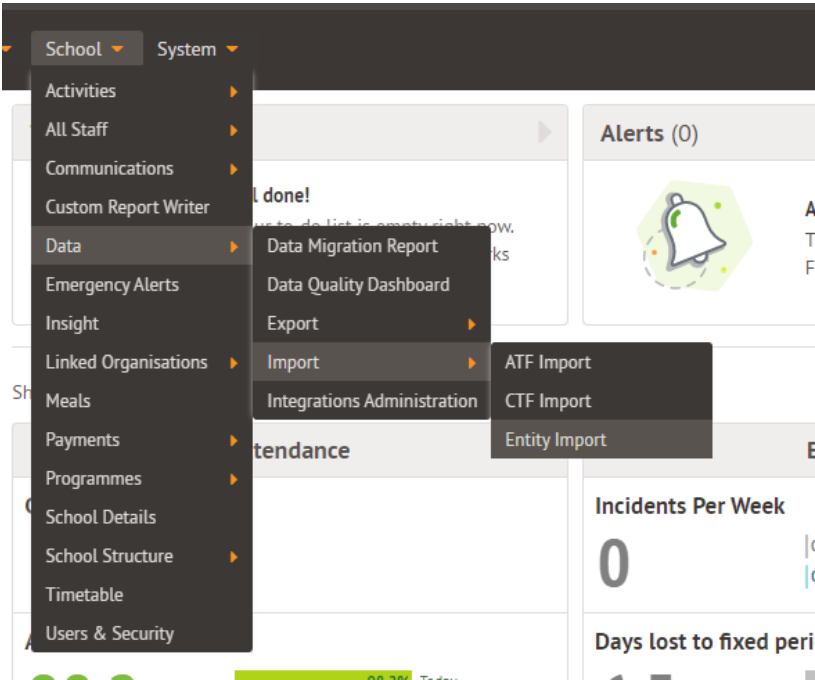
Things to note:

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



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



ms ▾ Students ▾ School ▾ System ▾ Search...

Welcome back
To continue your move to Arbor, please select one of the entity importers listed below and follow the instructions displayed to import your data. If you need any support, please visit our [Help Centre](#).

Data Imports

Hide columns ▾

Search this table

Download ▾

📄 ⚙️ ⓘ ✕

Import number	Template name	Description	Imported
1	Pay Scale Template	Pay Scale	✕
2	Pay Scale Spinal Point Template	Pay Scale	✕
3	Staff Template	Staff	✕
4	Staff Absence Template	Staff	✕
5	Staff Check Template	Staff	✕
6	Staff Contract Template	Staff	✕
7	Staff Next Of Kin Template	Staff	✕
8	Staff Qualification Template	Staff	✕
9	Staff Voucher Template	Staff	✕

-

- | | A | B | C | D | E | F | G | H | I | J | K |
|---|------------------|---------------|-----------|-------------------|-----------------|---------------------|----------------------|---------------------------------|---------------------------------|----------------------|-----------|
| 1 | Legal First Name | Legal Surname | NI Number | Start Date & Time | End Date & Time | Actual Working Days | Actual Working Hours | Staff Absence Category | Sickness Category | Sickness Subcategory | Narrative |
| 2 | Cheryl | Todd | XX295662C | 2023-03-06 | 2023-03-10 | 0.00 | 5.00 | Time Off for Dependent (Unpaid) | Time Off for Dependent (Unpaid) | | |
| 3 | Cheryl | Todd | XX295662C | 2023-03-01 | 2023-03-03 | 0.00 | 5.00 | Sickness (Self Certified) | Chest and respiratory problems | Chest infection | |
| 4 | Cheryl | Todd | XX721682C | 2023-01-04 | 2023-01-06 | 3.00 | 25.85 | Strike | Strike | | |

- [School](#) | [Data](#) | [Import](#) | [Entity Import](#) | [Staff Absence Template](#)

Step 3: Upload the Staff Absence Template

Template* 

Browse...

Import your completed Staff Absence Template using the upload button to the right. **Note:** Please ensure that you have saved the template in an XLS format as any other file type will not work.

 Upload

- 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.

Staff Absence Upload #8

There were some errors with your data

There were some errors in with the data you are trying to import
You'll need to either correct the data here, or delete, amend and re-import your file. Hover over the field flagged in red below to see details of the error, then click this field to add in or correct the information.
Once all errors have been resolved, you can click Import

Delete

Import

Staff Absence Template - Data Import

Bulk action

Hide columns

Search this table

Row number

Legal First

Legal Surn

NI Number

Start Date

End Date &

Actual Wor

Actual Wor

Staff Absen

Sickness Ca

Sickness Su

Narrative

XX881526C

XX413132A

- 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.

&...	Actual Wor...	Actual Wor...	Staff Absen...	Sickness Ca...	Sickness Su...	Narrative
-0...	0	32.5	Strike			
-0...	0	32.5	Strike			
-2...	3	32.5	Sickness (S...			

The screenshot shows the 'Add new condition' dropdown menu in the 'My Health' app. The menu lists various medical conditions, including Anxiety/stress/depression, Asthma, Back Problems, Benign and malignant tumours, Blood disorders, Burns, poisoning, Chest & respiratory problems, Cold, Cough, Flu, Dental and oral problems, Ear, nose, throat (ENT), Endocrine / glandular problems, Eye problems, and Gastrointestinal problems. The 'Headache / ...' option is highlighted in yellow.

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

Delete **Import**

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

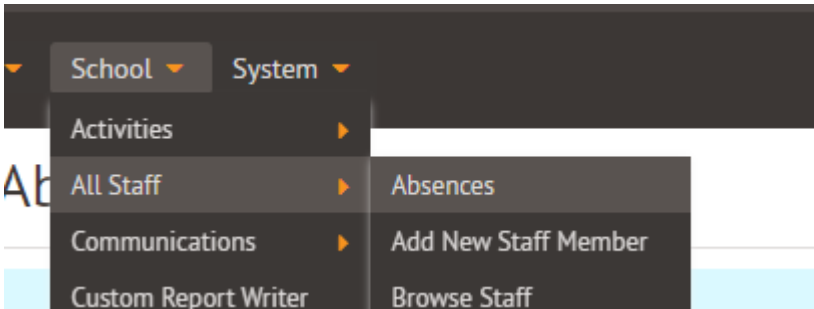
Previous imports		
Hide columns Search this table Download		
Name	Upload date	Status
Staff Absence	21 Mar 2023	Import in progress

- Refresh the screen to see the progress.



Previous imports		
Hide columns Search this table Download		
Name	Upload date	Status
Staff Absence	21 Mar 2023	Imported

- 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.

Staff Absences		Record New Absence
Start Date 1st Sep 2022. End Date 31st Aug 2023. Change		

For help using Arbor, please contact your IT department.