

People Manager User Guide

Reports

VERSION HISTORY

Version	Date	Change Summary
1.0	August 2014	Original version
2.0	November 2014	Included Scheduled Reviews Report

CONTENTS

Introduction	3
Data Protection and Confidentiality	3
Reporting	4
Landing Page Options.....	5
Organisation start point	5
Organisation View	5
Full path display	5
Show details	5
Include cover pages	6
Output type.....	7
Report Run Comments.....	7
People Reports	8
Organisation Leavers	8
New Starters.....	9
People Headcount.....	10
Scheduled Reviews	11
Years of Service	12
Organisation Reports	13
Headcount Analysis.....	13
Movement Analysis	15
Position and Structure Details	17
Reporting Managers	18
Absence Reports	19
Absence Frequency.....	20
Absence History	21
Absence History – People	22
Absence Summary	23
Absence Tolerances.....	24
Friday Monday Absence.....	26
Holiday Entitlement Breakdown.....	27
Outstanding Holiday Entitlement.....	28
HR Connect Help and Support.....	29

Introduction

HR Connect People Manager is an online system that provides managers with instant access to a wide range of functionality and information in relation to the staff who report to them. This includes, where available and relevant the ability to:

- View employee information, including job details, salary history and employee learning accounts
- Record Professional Development Review (PDR) meetings
- Approve annual leave, flexi-leave and time off in lieu (TOIL) requests
- View, monitor and amend holiday and time of in lieu entitlement
- View and record sickness absence
- View team annual leave and absence calendar
- Run a selection of standard reports

You do not have access to sensitive information such as National Insurance numbers or equality and diversity data.

You will be able to view staff who report to you, including staff who report indirectly to you. For example, a Head of School will have access to information for everyone in their School, not just their immediate reports. Reporting lines are maintained by HR, so please contact the HR Adviser for your area if they need to be amended.

You will not have access to your own details through HR Connect People Manager, but will be able to access these details separately through HR Connect Self Service.

Data Protection and Confidentiality

As HR Connect contains detailed personal information it is important that you use it responsibly to ensure that the security of your own and you reporting staff's information is maintained at all times.

When you have finished using HR Connect please always log out or close your web browser or tab. Unlike other web based systems HR Connect does not retain your login information and you will need to enter your username and password every time you access the system.

It is also important that you never let anyone else know your university username and password as this information would allow people to access personal information about you and your staff, with a risk of identity fraud. If you believe others may be aware of your password please change it immediately.

If at any point you feel that your information security may have been compromised you should contact the University's IT Help Desk in the first instance (ext.3000). More details about information security can be found on the Staff Intranet.

For further information on the University's data use policy please refer to the [Data Protection Fair Processing Statement for Staff](#).

Reporting

This document gives an overview of the reports that are available to People Manager Users in HR Connect.

Extra care should be taken when printing reports that may contain personal and confidential information to ensure that the report is not viewed by any person who should not have access to the data on the report.

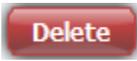
To view a report a user will need to *'Run'* the report, and then *'Download'* the output.

To run a report click in the  folder in HR Connect, select *'Run People Reports'*, *'Run Organisation Reports'* or *'Run Absence Reports'*, depending on the report required. Select the required report and complete any parameters required on the *'landing page'*, which will vary from report to report. Once you have made the relevant selections click .

Once your report has generated you will receive a pop-up on-screen message with a link to the report and also an e-mail confirmation. If you wish to download the report again at a later time, just click on , and on the appropriate

'Download...' link, before clicking the relevant report from the list. Then click on  next to the relevant version of the report to download the report file. You can download the report at any time, and this will be a point in time version of the report. In order to see the latest data you must *'Run'* the report again.

All reports will include data for the staff that are accessible by the user (direct and indirect reports), and will also include data for the manager themselves. Some reports also include details for leavers and employees who previously reported to the manager.

Reports are retained in the system, and can be accessed at a later date. As a housekeeping process you should delete reports once you have not further use for them. To do this tick the selection box for the report and click .

Landing Page Options

The landing page for each report is shown in the report description below. The following options are available on the majority of the landing pages, other specific options are described along with each report. Where date options are included the dates are always inclusive (for example reporting on absence from the 1st September to 31st August will include absence that falls on these dates).

Organisation start point

Select the point in the organisation structure that you want to report on. Selecting 'Edinburgh Napier University' will include all staff who can be viewed by you (including your own record). Selecting an organisation unit that does not include staff in your reporting line will return no results.

Organisation View

This setting changes whether employees are separated down into their Organisation Units in the report. This setting will generally only apply to senior managers who can see a full Faculty, or department.

- **Show all data by unit** - Lists the employees separated down into their individual organisation units (e.g. School / Institute).
- **Show all data as top unit** - List the employees, unseparated, as though they were all in the highest level Unit in the report.
- **Only include data in top unit** - Lists only the employees in the highest level unit reported on.

Full path display

This setting changes whether the Full Organisation Structure path is shown in the Unit Headers (shown in green on the reports below).

For example if the box is left checked then the path for Corporate Learning and Development would show as '*Edinburgh Napier University/Edinburgh Napier University/Principal & Vice-Chancellor/VP Strategy Resources and Ext Relations/Human Resources and Development/Corporate Learning & Development*'. If unchecked the path will show as '*Edinburgh Napier University/.../Corporate Learning & Development*'. This does not affect which employees or other information is displayed.

Show details

Where available this check box will dictate whether individual employee details are returned, or just Unit totals.

Include cover pages

This dictates whether the Front and back cover pages are included on PDF reports.

If selected these pages include useful information about the parameters selected.

Cover pages are available for all reports and a sample for the People Headcount report is shown below, where the Human Resources Unit has been selected.

Trent



Edinburgh Napier University

People Headcount

4 Pages
Run Date: 28/08/2014
Run Time: 09:31:54
Run by: ZZ1122

Parameters		
Effective Date: 28/08/2014	Organisation Start Point:	Human Resources
	Organisation View:	Full

Report name: PeopleHeadcount, version: 5

Trent

End of Report

Edinburgh Napier University

People Headcount

4 Pages
Run Date: 28/08/2014
Run Time: 09:31:54
Run by: ZZ1122

End of Report

Report name: PeopleHeadcount, version: 5

Output type

On the '*landing page*' you can also determine whether the output is in PDF or CSV format. PDF is recommended for printing and viewing the report, CSV allows the report output to be viewed and edited in Excel. In this document the PDF version of the report is displayed, but the same data will always be available on the CSV version of the report, usually without any totals.

Report Run Comments

You can add any notes here, which will appear on the download page, allowing for better identification of the report when downloading.

People Reports

Organisation Leavers

Organisation leavers:

Organisation start point:

Organisation view:

Full path display:

Start date:

End date:

Show details:

Include cover pages:

Output type:

Report run comments:

Lists all leavers whose date of leaving the University is within the 'Start date' and 'End date' selected. Includes the employee's name, last job title, reason for leaving and length of service at the leaving date.

The total number of leavers for each Organisation Unit and the Overall Total number of leavers is also shown.

Trent								Edinburgh Napier University
Organisation Leavers								
Start Date: 01/08/2014		Organisation Start Point: Edinburgh Napier University				Organisation View: Full		
End Date: 31/08/2014						Path Display: Full		
Organisation Unit	Job Title	Leaving Date	Last Working Date	Reason for Leaving	Exit I-view Done	Length of Service	New Employer	
Edinburgh Napier University								
Edinburgh Napier University / Principal & Vice-Chancellor								
Edinburgh Napier University / Principal & Vice-Chancellor / Vice Principal - Academic								
Edinburgh Napier University / Principal & Vice-Chancellor / Vice Principal - Academic / School of Testing								
Leaver Jonathan	Lecturer	08/08/2014	08/08/2014	Resignation	No	0 yrs 1mths		
Edinburgh Napier University / Principal & Vice-Chancellor / Vice Principal - Academic / School of Testing Totals							Number of leavers: 1	
Edinburgh Napier University / Principal & Vice-Chancellor / Vice Principal - Academic Totals							Number of leavers: 1	
Edinburgh Napier University / Principal & Vice-Chancellor Totals							Number of leavers: 1	
Edinburgh Napier University Totals							Number of leavers: 1	
Overall Totals							Number of leavers: 1	

26/08/2014
16:12:47

Page 2 of 3

New Starters

New starters:

Organisation start point:

Organisation view:

Start date:

End date:

Show details:

Full path display:

Include cover pages:

Output type:

Report run comments:

Lists all staff whose date of joining the University is within the 'Start date' and 'End date' selected. Includes the employee's name, joining date, manager details, employment details and Full Time Equivalent (FTE).

The total number of joiners and total FTE is also shown.

Trent		New Starters						Edinburgh Napier University	
Start Date: 03/02/2014		Organisation Start		Edinburgh Napier University		Organisation View: Full			
End Date: 26/08/2014						Path Display: Full			
Organisation Unit	Job Title	Organisation Start Date	Occupancy Start Date	Reporting Manager	Category	Basis	Type	FTE	
Edinburgh Napier University/Principal & Vice-Chancellor/Vice Principal - Academic/School of Testing									
Blue Benjamin	Lecturer	03/02/2014	03/02/2014	Blue Robert	Employee	Full Time	Permanent	1.00	
Blue Frederick	Administrator	03/02/2014	03/02/2014	Blue Robert	Employee	Full Time	Permanent	1.00	
Blue Jane	Lecturer	03/02/2014	03/02/2014	Blue Robert	Employee	Full Time	Permanent	1.00	
Blue Robert	Senior Lecturer	03/02/2014	03/02/2014	Head Anthony	Employee	Full Time	Permanent	1.00	
Blue Sarah	Administrator	03/02/2014	03/02/2014	Blue Robert	Employee	Full Time	Permanent	1.00	
Yellow Frederick	Administrator	03/02/2014	03/02/2014	Yellow Robert	Employee	Full Time	Permanent	1.00	
Yellow Jane	Lecturer	03/02/2014	03/02/2014	Yellow Robert	Employee	Full Time	Permanent	1.00	
Yellow Robert	Senior Lecturer	03/02/2014	03/02/2014	Head Anthony	Employee	Full Time	Permanent	1.00	
Yellow Sarah	Administrator	03/02/2014	03/02/2014	Yellow Robert	Employee	Full Time	Permanent	1.00	
Total starters: 27							Overall Total FTE: 27.00		
26/08/2014 14:51:19							Page 3 of 4		

People Headcount

People headcount:

Organisation start point:

Organisation view:

Reference number:

Full path display:

Include cover pages:

Output type:

Report run comments:

Lists all staff within the selected parameters. Includes the employee's name, employee number, job title, and length of service.

The total number of employees for each Organisation Unit and the Overall Total number of employees is also shown.

Forename	Surname	Per Ref.	Start Date	Position Name	Length of Service	
Edinburgh Napier University/Edinburgh Napier University/Principal & Vice-Chancellor/Vice Principal - Academic/School of Testing						
Anthony	Head	40007779	28/01/2014	Head of School	0 yrs 7 mths	
Benjamin	Blue	40007791	03/02/2014	Lecturer	0 yrs 6 mths	
Benjamin	Gold	40007811	03/02/2014	Lecturer	0 yrs 6 mths	
Benjamin	Green	40007786	03/02/2014	Lecturer	0 yrs 6 mths	
Benjamin	Orange	40007801	01/09/2013	Lecturer	0 yrs 11 mths	
Benjamin	Red	40007781	01/01/2010	Lecturer	4 yrs 7 mths	
Benjamin	White	40007806	03/02/2014	Lecturer	0 yrs 6 mths	
Benjamin	Yellow	40007796	03/02/2014	Lecturer	0 yrs 6 mths	
Fred	Orange	40007803	03/02/2014	Administrator	0 yrs 6 mths	
Sarah	Red	40007784	01/01/2010	Administrator	4 yrs 7 mths	
Sarah	White	40007808	03/02/2014	Administrator	0 yrs 6 mths	
Sarah	Yellow	40007799	03/02/2014	Administrator	0 yrs 6 mths	
					Unit Headcount:	36
					Organisation Headcount:	36

26/08/2014
14:44:49

Page 3 of 4

Scheduled Reviews

Scheduled reviews:

Organisation start point:

Organisation view:

Start date:

End date:

Full path display:

Output type:

Report run comments:

Lists Staff PDR Meetings, where the 'Next review date' falls between the dates specified. Includes the employee's name, job title, reporting manager, organisation start date, review date and type and next review date. Indicates any overdue reviews in the period with an asterisk.

The total number of reviews for each Organisation Unit and the Overall Total number of reviews is also shown.

Trent		Scheduled Reviews				Edinburgh Napier University	
Start Date:	01/01/2014	Organisation Start Point:	Edinburgh Napier University	Organisation View:	Full		
End Date:	31/12/2015			Path Display:	Partial		
Organisation Unit	Job Title	Reporting Manager	Organisation Start	Last Review	Next Review	Review Type	
Edinburgh Napier University							
Edinburgh Napier University / Principal & Vice-Chancellor							
Edinburgh Napier University / .. / Vice Principal - Academic							
Edinburgh Napier University / .. / School of Testing							
Red Benjamin	Lecturer	Red Robert	01/01/2010	14/05/2014	* 14/11/2014	Annual	
Red Benjamin	Lecturer	Red Robert	01/01/2010	22/08/2014	23/02/2015	Interim	
Red Frederick	Administrator	Red Robert	01/01/2010	04/09/2014	01/03/2015	Annual	
Red Frederick	Administrator	Red Robert	01/01/2010	09/10/2014	09/10/2015	Annual	
Red Frederick	Administrator	Red Robert	01/01/2010	29/08/2014	02/03/2015	Annual	
Red Frederick	Administrator	Red Robert	01/01/2010	14/05/2014	* 31/05/2014	Annual	
Red Frederick	Administrator	Red Robert	01/01/2010	02/09/2014	03/03/2015	Interim	
Red Frederick	Administrator	Red Robert	01/01/2010	01/10/2014	04/03/2015	Annual	
Red Robert	Senior Lecturer	Head Anthony	28/01/2010	04/08/2014	02/02/2015	Annual	
Edinburgh Napier University / .. / School of Testing Totals				Reviews:	9 (2 Overdue)		
Edinburgh Napier University / .. / Vice Principal - Academic Totals				Reviews:	9 (2 Overdue)		
Edinburgh Napier University / Principal & Vice-Chancellor Totals				Reviews:	9 (2 Overdue)		
Edinburgh Napier University Totals				Reviews:	9 (2 Overdue)		
Totals				Reviews:	9 (2 Overdue)		

17/11/2014 15:37:12 * Overdue Page 2 of 3

Years of Service

Years of service:

Filter type: Organisation start point

Organisation start point: Edinburgh Napier University

Organisation view: Show all data by unit

Full path display:

Include cover pages:

Output type: PDF File

Report run comments:

Run

Lists all staff within the selected parameters. Includes the employee's name, gender, date of join, job title, age and length of service (in years and months).

Trent		Years of Service					Edinburgh Napier University
Effective Date: 26/08/2014		Organisation Start Point: Edinburgh Napier University					
		Path Display: Full					
Forename	Surname	Gender	Start Date	Position Name	Age	Length of Service	
Edinburgh Napier University/Edinburgh Napier University/Principal & Vice-Chancellor/Vice Principal - Academic/School of Testing							
Anthony	Head	Male	28/01/2014	Head of School	44 yrs 7 mths	0 yrs 7 mths	
Benjamin	Blue	Male	03/02/2014	Lecturer	39 yrs 3 mths	0 yrs 6 mths	
Benjamin	Gold	Male	03/02/2014	Lecturer	37 yrs 7 mths	0 yrs 6 mths	
Benjamin	Green	Male	03/02/2014	Lecturer	34 yrs 5 mths	0 yrs 6 mths	
Benjamin	Orange		01/09/2013	Lecturer	32 yrs 0 mths	0 yrs 11 mths	
Benjamin	Red	Male	01/01/2010	Lecturer	44 yrs 7 mths	4 yrs 7 mths	
Benjamin	White	Male	03/02/2014	Lecturer	33 yrs 4 mths	0 yrs 6 mths	
Benjamin	Yellow		03/02/2014	Lecturer	36 yrs 3 mths	0 yrs 6 mths	
Fred	Orange	Male	03/02/2014	Administrator	40 yrs 3 mths	0 yrs 6 mths	
Frederick	Blue	Male	03/02/2014	Administrator	41 yrs 11 mths	0 yrs 6 mths	
Frederick	Gold	Male	03/02/2014	Administrator	32 yrs 7 mths	0 yrs 6 mths	
Sarah	Blue	Female	03/02/2014	Administrator	46 yrs 1 mths	0 yrs 6 mths	
Sarah	Gold	Female	03/02/2014	Administrator	47 yrs 1 mths	0 yrs 6 mths	
Sarah	Green	Female	03/02/2014	Administrator	38 yrs 0 mths	0 yrs 6 mths	
Sarah	Orange	Female	03/02/2014	Administrator	31 yrs 9 mths	0 yrs 6 mths	
Sarah	Red	Female	01/01/2010	Administrator	44 yrs 7 mths	4 yrs 7 mths	
Sarah	White	Female	03/02/2014	Administrator	37 yrs 9 mths	0 yrs 6 mths	
Sarah	Yellow	Female	03/02/2014	Administrator	32 yrs 1 mths	0 yrs 6 mths	
26/08/2014						Page 3 of 4	
14:45:05							

Organisation Reports

Headcount Analysis

Headcount analysis:

Organisation start point:

Type:

Organisation view:

Show details:

Full path display:

Exclude if under 1 yrs service:

Output type:

Report run comments:

Lists all staff, allowing for the selection of 'Associate', 'Casual', 'Fixed Term' or 'Permanent' staff under the 'Type' drop down (if 'Type' is left blank all staff will be reported). Includes the employee's name, gender, job title and contract, pay grade, contracted hours and calculated full time equivalent (FTE).

The total number of employees for each Organisation Unit and the Overall Total number of employees is also shown.

Employees with less than one year's service can be excluded.

Trent											Edinburgh Napier University	
Headcount Analysis												
Effective Date: 27/08/2014								Organisation View: Full				
Contract Type: All								Path Display: Partial				
Organisation Start Point: Edinburgh Napier University								Exclude if under 1 years service: No				
Organisation Unit	Sex		Unspec Job Title	Full Time	Part Time	Job Share	Grade	Type	Category	Cont. Hours	FTE	
	Male	Female										
Edinburgh Napier University												
Edinburgh Napier University / Principal & Vice-Chancellor												
Edinburgh Napier University / ... / Vice Principal - Academic												
Edinburgh Napier University / ... / School of Testing												
Blue Benjamin	Yes		Lecturer	Yes			Grade 4	Permanent	Employee	35.00	1.00	
Blue Frederick	Yes		Administrator	Yes			Grade 2	Permanent	Employee	36.25	1.00	
Blue Jane		Yes	Lecturer	Yes			Grade 4	Permanent	Employee	35.00	1.00	
Blue Robert	Yes		Senior Lecturer	Yes			Grade 6	Permanent	Employee	35.00	1.00	
Blue Sarah		Yes	Administrator	Yes			Grade 2	Permanent	Employee	36.25	1.00	
Gold Benjamin	Yes		Lecturer	Yes			Grade 4	Permanent	Employee	35.00	1.00	
Gold Frederick	Yes		Administrator	Yes			Grade 2	Permanent	Employee	36.25	1.00	
Gold Jane		Yes	Lecturer	Yes			Grade 4	Permanent	Employee	35.00	1.00	
Yellow Robert	Yes		Senior Lecturer	Yes			Grade 6	Permanent	Employee	35.00	1.00	
Yellow Sarah		Yes	Administrator	Yes			Grade 2	Permanent	Employee	36.25	1.00	
Edinburgh Napier University / ... / School of Testing Totals												
Staff count	36	20	14	2						36.00		
Edinburgh Napier University / ... / Vice Principal - Academic Totals												
Staff count	36	20	14	2						36.00		
Edinburgh Napier University / Principal & Vice-Chancellor Totals												
Staff count	36	20	14	2						36.00		
Edinburgh Napier University Totals												
Staff count	36	20	14	2						36.00		
In Structure Totals												
Staff count	36	20	14	2						36.00		

27/08/2014
09:55:29

* next to a persons name indicates a contract employee

Page 4 of 5

Movement Analysis

Movement analysis:

Organisation start point:

Start date:

End date:

Organisation view:

Show details:

Full path display:

Output type:

Report run comments:

Lists all staff who have joined, transferred into an Organisation Unit or transferred out of an Organisation Unit within the reporting dates. Includes summaries of the numbers by Organisation Unit and Overall totals. Join date is the employee's University date of join, Transfer in is the date they moved to the manager's reporting department. Note that the start date of this report is always the start of the current month 1 year previously.

Trent		Edinburgh Napier University		
Movement Analysis				
Start Date: 01/08/2013	Organisation Start Point: Edinburgh Napier University	Organisation View: Full		
End Date: 31/07/2014		Path Display: Partial		
Edinburgh Napier University				
Edinburgh Napier University / Principal & Vice-Chancellor				
Edinburgh Napier University / . / Vice Principal - Academic				
Edinburgh Napier University / . / School of Testing				
	Join date	Transfer in	Transfer out	Leave date
Blue Benjamin	03/02/2014	03/02/2014		
Blue Frederick	03/02/2014	03/02/2014		
Blue Jane	03/02/2014	03/02/2014		
Blue Robert	03/02/2014	03/02/2014		
Blue Sarah	03/02/2014	03/02/2014		
Gold Benjamin	03/02/2014	03/02/2014		
Gold Frederick	03/02/2014	03/02/2014		
Gold Jane	03/02/2014	03/02/2014		
Gold Robert	03/02/2014	03/02/2014		
Gold Sarah	03/02/2014	03/02/2014		
Green Benjamin	03/02/2014	03/02/2014		
Green Frederick	03/02/2014	03/02/2014		
Green Jane	03/02/2014	03/02/2014		
Green Robert	03/02/2014	03/02/2014		
Green Sarah	03/02/2014	03/02/2014		
Head Anthony	28/01/2014	28/01/2014		
Leaver Jonathan	01/07/2014	01/07/2014	08/08/2014	08/08/2014
Orange Benjamin	01/09/2013	02/02/2014		
Orange Fred	03/02/2014	03/02/2014		
Orange Jane	02/02/2014	03/02/2014		
Orange Robert	01/09/2013	02/02/2014		
Orange Sarah	03/02/2014	03/02/2014		
Red Benjamin	01/01/2010	28/01/2014		
Red Frederick	01/01/2010	28/01/2014		
Red Jane	01/01/2010	28/01/2014		
Red Robert	28/01/2010	28/01/2014		
Red Sarah	01/01/2010	28/01/2014		
White Benjamin	03/02/2014	03/02/2014		

27/08/2014 10:09:42 Page 2 of 5

Trent

Edinburgh Napier University

Movement Analysis

Start Date: 01/08/2013 Organisation Start Point: Edinburgh Napier University Organisation View: Full
 End Date: 31/07/2014 Path Display: Partial

White Frederick	03/02/2014	03/02/2014
White Jane	03/02/2014	03/02/2014
White Robert	03/02/2014	03/02/2014
White Sarah	03/02/2014	03/02/2014
Yellow Benjamin	03/02/2014	03/02/2014
Yellow Frederick	03/02/2014	03/02/2014
Yellow Jane	03/02/2014	03/02/2014
Yellow Robert	03/02/2014	03/02/2014
Yellow Sarah	03/02/2014	03/02/2014

Edinburgh Napier University / ... / School of Testing Totals													Total	Head Count
	2013					2014					2014 Jul	Total	Head Count	
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May				Jun
Starters	0	2	0	0	0	1	28	0	0	0	0	1	32	
Transfers in	0	0	0	0	0	5	2	0	0	0	0	0	7	
Transfers out	0	0	0	0	0	0	0	0	0	0	0	0	0	
Org Leavers	0	0	0	0	0	0	0	0	0	0	0	0	0	36

Edinburgh Napier University / ... / Vice Principal - Academic Totals													Total	Head Count
	2013					2014					2014 Jul	Total	Head Count	
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May				Jun
Starters	0	2	0	0	0	1	28	0	0	0	0	1	32	
Transfers in	0	0	0	0	0	5	2	0	0	0	0	0	7	
Transfers out	0	0	0	0	0	0	0	0	0	0	0	0	0	
Org Leavers	0	0	0	0	0	0	0	0	0	0	0	0	0	36

Edinburgh Napier University / ... / Principal & Vice-Chancellor Totals													Total	Head Count
	2013					2014					2014 Jul	Total	Head Count	
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May				Jun
Starters	0	2	0	0	0	1	28	0	0	0	0	1	32	
Transfers in	0	0	0	0	0	5	2	0	0	0	0	0	7	
Transfers out	0	0	0	0	0	0	0	0	0	0	0	0	0	
Org Leavers	0	0	0	0	0	0	0	0	0	0	0	0	0	36

27/08/2014
10:09:42

Page 3 of 5

Trent

Edinburgh Napier University

Movement Analysis

Start Date: 01/08/2013 Organisation Start Point: Edinburgh Napier University Organisation View: Full
 End Date: 31/07/2014 Path Display: Partial

Edinburgh Napier University Totals													Total	Head Count
	2013					2014					2014 Jul	Total	Head Count	
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May				Jun
Starters	0	2	0	0	0	1	28	0	0	0	0	1	32	
Transfers in	0	0	0	0	0	5	2	0	0	0	0	0	7	
Transfers out	0	0	0	0	0	0	0	0	0	0	0	0	0	
Org Leavers	0	0	0	0	0	0	0	0	0	0	0	0	0	36

Totals													Total	Head Count
	2013					2014					2014 Jul	Total	Head Count	
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May				Jun
Starters	0	2	0	0	0	1	28	0	0	0	0	1	32	
Transfers in	0	0	0	0	0	5	2	0	0	0	0	0	7	
Transfers out	0	0	0	0	0	0	0	0	0	0	0	0	0	
Org Leavers	0	0	0	0	0	0	0	0	0	0	0	0	0	36

27/08/2014
10:09:43

Page 4 of 5

Position and Structure Details

Position And Structure Details:

Organisation start point:

Organisation view:

Full path display:

Report details

Include header & footer pages:

Output type:

Report run comments:

Lists all staff, with contractual information, including hours, FTE, grade, scale point and actual salary.

Position And Structure Details						
Position Name	Position Ref.	Hours	Grade	Paytable	Scalepoint	Value
Effective Date: 27/08/2014 Organisation Start Point: Edinburgh Napier University Organisation View: Full						
Senior Lecturer	50054263					
Surname: Green		Contractual: 35.00	Actual: Grade 6	Salary 2009/10	F38	38907.00 Annual
Forename: Robert		FT Hours: 35.00				
Occupancy Ref: 40007785A		Weeks Worked: 52.000	Protected:			
Personal Ref: 40007785		FT Weeks: 52.000				
Pay Ref. No: 40007785		Calc FTE: 1.00				
Senior Lecturer	50054268					
Surname: Yellow		Contractual: 35.00	Actual: Grade 6	Salary 2009/10	F38	38907.00 Annual
Forename: Robert		FT Hours: 35.00				
Occupancy Ref: 40007795A		Weeks Worked: 52.000	Protected:			
Personal Ref: 40007795		FT Weeks: 52.000				
Pay Ref. No: 40007795		Calc FTE: 1.00				
Senior Lecturer	50054270					
Surname: White		Contractual: 35.00	Actual: Grade 6	Salary 2009/10	F41	42476.00 Annual
Forename: Robert		FT Hours: 35.00				
Occupancy Ref: 40007905A		Weeks Worked: 52.000	Protected:			
Personal Ref: 40007905		FT Weeks: 52.000				
Pay Ref. No: 40007905		Calc FTE: 1.00				
Senior Lecturer	50054264					
Surname: Gold		Contractual: 35.00	Actual: Grade 6	Salary 2009/10	F41	42476.00 Annual
Forename: Robert		FT Hours: 35.00				
Occupancy Ref: 40007810A		Weeks Worked: 52.000	Protected:			
Personal Ref: 40007810		FT Weeks: 52.000				
Pay Ref. No: 40007810		Calc FTE: 1.00				
27/08/2014						
11:03:40						
						Page 10 of 12

Reporting Managers

Reporting managers:

Organisation start point:

Organisation view:

Reference number:

Full path display:

Report details

Include header & footer pages:

Output type:

Report run comments:

Lists each manager and their reporting staff. Includes vacant positions where applicable.

Position Name	Position Ref.	Surname	Forename	Per Ref.	Reporting Unit
Edinburgh Napier University/.....School of Testing					
Head of School	50054288	Head	Anthony	40007779	
Lecturer	50054199			Vacant	School of Testing
Senior Lecturer	50054274	Blue	Robert	40007790	School of Testing
Senior Lecturer	50054271			Vacant	School of Testing
Senior Lecturer	50054272			Vacant	School of Testing
Senior Lecturer	50054268	Yellow	Robert	40007795	School of Testing
Senior Lecturer	50054267			Vacant	School of Testing
Senior Lecturer	50054265			Vacant	School of Testing
Senior Lecturer	50054270	White	Robert	40007805	School of Testing
Senior Lecturer	50054269	Red	Robert	40007780	School of Testing
Senior Lecturer	50054263	Green	Robert	40007785	School of Testing
Senior Lecturer	50054266			Vacant	School of Testing
Lecturer	50054282	White	Benjamin	40007806	School of Testing
Lecturer	50054277	White	Jane	40007809	School of Testing
Senior Lecturer	50054264	Gold	Robert	40007810	
Administrator	50054224	Gold	Sarah	40007814	School of Testing
Administrator	50054212	Gold	Frederick	40007813	School of Testing
Lecturer	50054200	Gold	Jane	40007812	School of Testing
Lecturer	50054205	Gold	Benjamin	40007811	School of Testing
Senior Lecturer	50054273	Orange	Robert	40007800	
Administrator	50054215	Orange	Sarah	40007804	School of Testing
Administrator	50054221	Orange	Fred	40007803	School of Testing
Lecturer	50054202	Orange	Jane	40007802	School of Testing
Lecturer	50054285	Orange	Benjamin	40007801	School of Testing

27/08/2014 11:03:40 Page 4 of 5

Absence Reports

The absence reports include all absence, holiday and leave information.

Most absence reports allow for the selection of '*Absence Group*' (Holiday, Maternity, Sickness, Paternity, Adoption and Other) and '*Absence Type*' (the selection will vary, but for example this would allow for the selection of '*Jury Service*' under '*Other*'). They also allow for the selection of absences between two dates (always inclusive).

The exceptions are the two Holiday reports (Holiday Entitlement Breakdown and Outstanding Holiday Entitlement).

All of the absence reports have a selection to start each Organisation Unit on a new page, which allows senior managers to see separate Organisation Units on different pages, allowing for easier distribution of the reports.

Absence Frequency

Absence frequency:

Unit/Employee:

Organisation start point:

Absence group:

Absence type:

Absences from:

Absences to:

Reference number:

Include leavers:

Full path display:

Organisation view:

New page for each organisation unit:

Output type:

Report run comments:

This report would normally be run for 'Absence group' of 'Sickness'.

It displays the number of occurrences, total number of days and total number of hours lost for each employee, split by absence type (e.g. for sickness it is split by Sickness and Accident at Work), within the date range selected.

Organisation Unit and Overall Totals are also shown.

Organisation Unit	Absence Type	Number of Absences	Days Lost	Hours Lost
Edinburgh Napier University/...School of Testing				
Blue Benjamin (Lecturer; Reference Number: 40007791)	Sickness	1	64.00	448.00
Blue Robert (Senior Lecturer; Reference Number: 40007790)	Sickness	1	16.00	112.00
Blue Sarah (Administrator; Reference Number: 40007794)	Accident at Work	1	17.00	123.25
Yellow Benjamin (Lecturer; Reference Number: 40007796)	Sickness	2	2.00	14.50
Yellow Jane (Lecturer; Reference Number: 40007797)	Sickness	1	3.00	21.00
Yellow Sarah (Administrator; Reference Number: 40007799)	Sickness	3	8.00	56.00
	Sickness	4	41.00	297.25
	Totals	54	655.00	4,643.50
	Overall Totals	54	655.00	4,643.50

27/08/2014 11:34:45 Days/Hours lost relate to the selected period only Page 4 of 5

Absence History

Absence history:

Unit/Employee:

Organisation start point:

Absence group:

Absence type:

Absences from:

Absences to:

Reference number:

Include leavers:

Full path display:

Organisation view:

New page for each organisation unit:

Output type:

Report run comments:

This report could be run for one or all 'Absence groups'.

It displays details of absence groups, types and reasons (where applicable) with dates and the number of days and hours lost for employees.

Employee totals are also shown.

Absence History						
Absence Type	Absence Reason	Absent From	Absent To	Days Lost	Hours Lost	
Edinburgh Napier University/...School of Testing						
Blue Benjamin(Lecturer; Reference Number: 40007791)						
Lecturer	Sickness	Ear/Nose/Throat	17/06/2014	20/06/2014	4.00	28.00
					Employee Totals	4.00 28.00
Blue Robert(Senior Lecturer; Reference Number: 40007790)						
Senior Lecturer	Sickness	Asthma	08/02/2014	03/03/2014	16.00	112.00
					Employee Totals	16.00 112.00
Blue Sarah(Administrator; Reference Number: 40007794)						
Administrator	Sickness	Anxiety/Stress/Psychiatric	16/07/2014	Open *	31.00 +	224.75 +
	Sickness	Back Problems	15/07/2014	15/07/2014	1.00	7.25
	Sickness	Injury/Fracture	17/06/2014	24/06/2014	6.00	43.50
					Employee Totals	38.00 275.50
Gold Benjamin(Lecturer; Reference Number: 40007811)						
Lecturer	Sickness		15/07/2014	Open *	32.00 +	224.00 +
					Employee Totals	32.00 224.00
Gold Jane(Lecturer; Reference Number: 40007812)						
Lecturer	Sickness	Asthma	17/06/2014	Open *	52.00 +	364.00 +
					Employee Totals	52.00 364.00
Gold Robert(Senior Lecturer; Reference Number: 40007810)						
Senior Lecturer						

27/08/2014 * denotes absence overlaps start or end of selected period + denotes duration calculated up to end of selected period
13:52:04 [1] = Awaiting Authorisation [2] = Not Authorised [3] = Unauthorised Page 2 of 8

Absence History – People

Absence history:

Unit/Employee:

Organisation start point:

Absence group:

Absence type:

Absences from:

Absences to:

Reference number:

Include leavers:

Full path display:

Organisation view:

New page for each organisation unit:

Output type:

Report run comments:

This report is identical to the previous report, but will include absences for an employee for times when that employee was not in the manager's reporting line.

For example where an employee who used to work under Manager Blue was transferred to Manager Red in July. In the 'Absence History' report, Manager Red would only be able to view absences for the employee from July onwards. In the 'Absence History – People' report, Manager Red would be able to view all of the employee absence, even the absence that occurred when the employee worked under Manager Blue.

Absence History - People						
Absence Type	Absence Reason	Absent From	Absent To	Days Lost	Hours Lost	
Edinburgh Napier University / School of Testing						
Blue Benjamin (Lecturer; Reference Number: 40007791)						
Lecturer	Sickness	Ear/Nose/Throat	17/06/2014	20/06/2014	4.00	28.00
					Employee Totals	4.00 28.00
Blue Robert (Senior Lecturer; Reference Number: 40007790)						
Senior Lecturer	Sickness	Asthma	08/02/2014	03/03/2014	16.00	112.00
					Employee Totals	16.00 112.00
Blue Sarah (Administrator; Reference Number: 40007794)						
Administrator	Sickness	Anxiety/Stress/Psychiatric	16/07/2014	Open *	31.00 +	224.75 +
	Sickness	Back Problems	15/07/2014	15/07/2014	1.00	7.25
	Sickness	Injury/Fracture	17/06/2014	24/06/2014	6.00	43.50
					Employee Totals	38.00 275.50
Gold Benjamin (Lecturer; Reference Number: 40007811)						
Lecturer	Sickness		15/07/2014	Open *	32.00 +	224.00 +
					Employee Totals	32.00 224.00
Gold Jane (Lecturer; Reference Number: 40007812)						
Lecturer	Sickness	Asthma	17/06/2014	Open *	52.00 +	364.00 +
					Employee Totals	52.00 364.00
Gold Robert (Senior Lecturer; Reference Number: 40007810)						
Senior Lecturer						

27/08/2014 14:07:00 * = overlaps start or end of report period or time in unit + = calculated up to end of selected period
[1] = Awaiting Authorisation [2] = Not Authorised [3] = Unauthorised Page 2 of 8

Absence Summary

Absence summary:

Unit/Employee:

Organisation start point:

Absence group:

Absence type:

Absences from:

Absences to:

Reference number:

Include leavers:

Full path display:

Organisation view:

New page for each organisation unit:

Output type:

Report run comments:

This report would normally be run for one absence group only.

It displays staff, along with details of the number of absences, days lost, how many single day absences, and how many days lost by day of the week.

Organisation Unit totals and Overall totals are also shown.

Trent		Edinburgh Napier University									
Absence Summary											
Absences From: 27/08/2013 To: 27/08/2014				Organisation Start Point: Edinburgh Napier University							
Absence Group: All				Organisation View: Full							
Absence Type: All				Employee Name: All							
				Include Leavers: No							
Days Lost	No. of Absences	Single Days	Longest Period	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Edinburgh Napier University/.../School of Testing											
Blue Benjamin (Lecturer; Reference Number: 40007791)											
21.00	9	7	10.00	5.00	5.00	4.00	3.00	4.00	0.00	0.00	
Blue Frederick (Administrator; Reference Number: 40007793)											
8.00	9	9	1.00	3.50	2.50	0.00	0.00	2.00	0.00	0.00	
Blue Jane (Lecturer; Reference Number: 40007792)											
13.00	7	4	5.00	4.00	3.00	2.00	2.00	2.00	0.00	0.00	
Blue Robert (Senior Lecturer; Reference Number: 40007790)											
26.00	8	5	16.00	8.00	5.00	4.00	4.00	5.00	0.00	0.00	
Blue Sarah (Administrator; Reference Number: 40007794)											
44.00	12	7	31.00	10.00	10.00	8.00	7.00	9.00	0.00	0.00	
Gold Benjamin (Lecturer; Reference Number: 40007811)											
48.00	7	5	32.00	11.00	10.00	9.00	8.00	10.00	0.00	0.00	
Gold Frederick (Administrator; Reference Number: 40007813)											
6.00	6	6	1.00	3.00	1.00	0.00	0.00	2.00	0.00	0.00	
Gold Jane (Lecturer; Reference Number: 40007812)											
64.00	8	5	52.00	14.00	13.00	12.00	12.00	13.00	0.00	0.00	
Gold Robert (Senior Lecturer; Reference Number: 40007810)											
8.00	6	5	3.00	3.00	1.00	1.00	1.00	2.00	0.00	0.00	
Gold Sarah (Administrator; Reference Number: 40007814)											
31.50	14	9	9.00	7.00	6.50	5.50	5.50	7.00	0.00	0.00	
Green Benjamin (Lecturer; Reference Number: 40007786)											
15.00	10	9	6.00	4.00	3.00	2.00	3.00	3.00	0.00	0.00	
Green Frederick (Administrator; Reference Number: 40007788)											
9.50	7	6	4.00	4.00	2.00	1.00	1.00	1.50	0.00	0.00	
27/08/2014											
13:53:40											
Days/Hours Lost relate to the selected period only											
Page 2 of 6											

Absence Tolerances

Absence tolerances:

Unit/Employee:

Organisation start point:

Absence group:

Absence type:

Absences from:

Absences to:

Reference number:

Include leavers:

Absence tolerance limits

Combine with:

Percentage of working days:

Number of absences:

Number of days absent:

Full path display:

Organisation view:

New page for each organisation unit:

Output type:

Report run comments:

This report is designed to quickly identify staff who have met or exceeded sickness absence trigger points. In the example shown the report will show employees who have 3 or more incidences of sickness absence within a 6 month period. This may be used to identify individuals who may need to be referred to Occupational Health, according to University policy.

Employees with their absence details are shown, along with the percentage of working Days Lost to the absence.

Employee totals are also displayed.

Trent		Absence Tolerances						Edinburgh Napier University
Absences From:	27/02/2014 To: 27/08/2014	Organisation Start Point:	Edinburgh Napier University	Selected tolerance	% of Working Days: 0.00			
Absence Group:	Sickness	Organisation View:	Full	Include Leavers:	No	And No of Absences: 3		
Absence Type:	All	Employee Name:	All				And No. of Days Absent: 0.00	
Absence Type	Absence Reason	Absent From	Absent To	Days Lost	Days Available	% Days Lost		
Edinburgh Napier University/.../School of Testing								
Blue Sarah (Administrator; Reference Number: 40007794)								
Sickness	Anxiety/Stress/Psychiatric	16/07/2014	Open *	31.00	130 +	23.85%		
Sickness	Back Problems	15/07/2014	15/07/2014	1.00	130	0.77%		
Sickness	Injury/Fracture	17/06/2014	24/06/2014	6.00	130	4.62%		
Position Totals				38.00	(3 absences)	29.23%		
Employee Totals				38.00	(3 absences)			
Gold Sarah (Administrator; Reference Number: 40007814)								
Sickness	Cold/Cough/Flu	25/08/2014	Open *	3.00	130 +	2.31%		
Sickness	Asthma	17/06/2014	28/06/2014	9.00	130	6.92%		
Sickness	Asthma	27/05/2014	31/05/2014	4.00	130	3.08%		
Position Totals				16.00	(3 absences)	12.31%		
Employee Totals				16.00	(3 absences)			
Green Sarah (Administrator; Reference Number: 40007789)								
Sickness	Cold/Cough/Flu	15/07/2014	28/07/2014	10.00	130	7.69%		
Sickness	Dental/Oral problems	18/06/2014	19/06/2014	2.00	130	1.54%		
Sickness	Ear/Nose/Throat	01/04/2014	10/04/2014	9.00	130	6.92%		
Sickness	Gastrointestinal	03/03/2014	03/03/2014	1.00	130	0.77%		
Position Totals				22.00	(4 absences)	16.92%		
Employee Totals				22.00	(4 absences)			
Orange Fred (Administrator; Reference Number: 40007803)								
Sickness	Cold/Cough/Flu	25/08/2014	Open *	3.00	130 +	2.31%		
Sickness	Cold/Cough/Flu	01/07/2014	02/07/2014	2.00	130	1.54%		
27/08/2014 * = overlaps start or end of report period or time in unit + = calculated up to end of selected period								
12:02:26 [1] = Awaiting Authorisation [2] = Not Authorised [3] = Unauthorised Page 2 of 5								

Friday Monday Absence

Friday Monday absences:

Unit/Employee:

Organisation start point:

Organisation view:

Absence group:

Absence type:

Absences from:

Absences to:

Reference number:

Include leavers:

Full path display:

Include cover pages:

New page for each organisation unit:

Output type:

Report run comments:

This report would normally be run for 'Absence group' of 'Sickness'.

It displays details of absences that both started and ended on a Friday, Saturday, Sunday or Monday. It does NOT include any absence that started on one of these days and ended on any other day.

It would normally be used to identify employees who are frequently absent for a single day on Monday or Friday. As such it may not be of particular use when looking at part time employees, who are not contracted to work on these days.

Trent		Friday/Monday Absences		Edinburgh Napier University		
Absences From: 27/08/2013 To: 27/08/2014		Organisation Start Point: Edinburgh Napier University		Organisation View: Full		
Absence Group: Sickness		Include Leavers: No		Employee Name: All		
Absence Type: All						
Absence Type	Absence Reason	Absent From	Absent To	Fri-Mon		
Edinburgh Napier University/Principal & Vice-Chancellor/Vice Principal - Academic/School of Testing						
Red Jane (Lecturer; Reference Number: 40007782)						
Sickness	Eye problems	Mon 07/07/2014	Mon 07/07/2014	No		
White Robert (Senior Lecturer; Reference Number: 40007805)						
Sickness	Cold/Cough/Flu	Fri 28/03/2014	Mon 31/03/2014	Yes		
Sickness		Mon 03/03/2014	Mon 03/03/2014	No		
Sickness		Fri 21/02/2014	Fri 21/02/2014	No		
White Sarah (Administrator; Reference Number: 40007808)						
Sickness	Chest/Respiratory	Fri 18/07/2014	Fri 18/07/2014	No		

27/08/2014 12:17:21 [1] = Awaiting Authorisation [2] = Not Authorised [3] = Unauthorised Page 2 of 3

Holiday Entitlement Breakdown

Holiday entitlement breakdown:

Unit/Employee:

Organisation start point:

Effective date:

Holiday Scheme:

Reference number:

People to include in the report:

- Those with basic entitlement only.
- Those with brought forward entitlement.
- Those with manual adjustments/overrides.

Organisation view:

Full path display:

New page for each organisation unit:

Output type:

Report run comments:

This report lists staff, with a breakdown of their holiday allowances by basic allowance, hours carried forward and any manual adjustments. It does not include any detail of holiday booked or taken.

If no holiday scheme is selected all holiday entitlements, including Personal Holiday, TOIL and Flexi will be returned.

Trent		Edinburgh Napier University							
Holiday Entitlement Breakdown									
Effective Date:	27/08/2014	Organisational Start Point:	Edinburgh Napier University						
Scheme:	All Schemes	Organisation View:	Full						
Employee Name:	All Staff	Path Display:	Partial						
		Reference No:	Personal						
Scheme Name	Unit	End of Holiday Yr	Basic Entitlement	B/F	B/F Lost	Adjustment	Override	Total Entitlement	
Edinburgh Napier University/School of Testing									
Blue Benjamin (Lecturer; Reference Number: 40007791) HE2000 Annual Leave	Hours	31/08/2014	188.00 *	0.00	0.00	0.00	0.00	188.00	
Blue Frederick (Administrator; Reference Number: 40007793) Flexi-Leave	Hours	31/08/2014	0.00	0.00	0.00	0.00	0.00	0.00	
Blue Frederick (Administrator; Reference Number: 40007793) Support Annual Leave	Hours	31/08/2014	148.00 *	0.00	0.00	0.00	0.00	148.00	
Blue Frederick (Administrator; Reference Number: 40007793) TOIL	Hours	31/08/2014	0.00	0.00	0.00	0.00	0.00	0.00	
Blue Jane (Lecturer; Reference Number: 40007792) HE2000 Annual Leave	Hours	31/08/2014	188.00 *	0.00	0.00	0.00	0.00	188.00	
Blue Robert (Senior Lecturer; Reference Number: 40007790) HE2000 Annual Leave	Hours	31/08/2014	188.00 *	0.00	0.00	0.00	0.00	188.00	
Blue Sarah (Administrator; Reference Number: 40007794) TOIL	Hours	31/08/2014	0.00	0.00	0.00	16.50	0.00	16.50	
Blue Sarah (Administrator; Reference Number: 40007794) Flexi-Leave	Hours	31/08/2014	0.00	0.00	0.00	0.00	0.00	0.00	
Blue Sarah (Administrator; Reference Number: 40007794) Support Annual Leave	Hours	31/08/2014	148.00 *	0.00	0.00	0.00	0.00	148.00	
Gold Benjamin (Lecturer; Reference Number: 40007811) HE2000 Annual Leave	Hours	31/08/2014	188.00 *	0.00	0.00	30.00	0.00	218.00	
Gold Frederick (Administrator; Reference Number: 40007813) Flexi-Leave	Hours	31/08/2014	0.00	0.00	0.00	0.00	0.00	0.00	
Gold Frederick (Administrator; Reference Number: 40007813) TOIL	Hours	31/08/2014	0.00	0.00	0.00	0.00	0.00	0.00	
Gold Frederick (Administrator; Reference Number: 40007813) Support Annual Leave	Hours	31/08/2014	148.00 *	0.00	0.00	0.00	0.00	148.00	

27/08/2014 11:30:57 * indicates pro-rated Page 2 of 7

Outstanding Holiday Entitlement

Outstanding holiday entitlement:

Unit/Employee:

Organisation start point:

Effective date:

Holiday Scheme:

Reference number:

Minimum balance to report on:

days:

hours:

Organisation view:

Full path display:

New page for each organisation unit:

Output type:

Report run comments:

This report lists staff, with a breakdown of their total holiday allowances along with holiday taken and scheduled (booked to be taken in the future). It also includes the employee's remaining hours. It is possible to show only employees with a minimum number of hours remaining, for example allowing users to report on staff with more than one week (36.25 or 35 hours) remaining towards the end of the year.

If no holiday scheme is selected all holiday entitlements, including Personal Holiday, TOIL and Flexi will be returned.

Effective Date:		27/08/2014	Organisational Start Point:		Edinburgh Napier University	
Scheme:		HE2000 Annual Leave	Organisation View:		Full	
For outstanding entitlements >=		0.00 Days or 0.00 Hours	Path Display:		Partial	
Employee Name:		All	Reference No:		Personal	
Scheme Name	Unit	End of Holiday Yr	Entitlement	Taken	Scheduled	Outstanding
Edinburgh Napier University...School of Testing						
Blue Benjamin (Lecturer; Reference Number: 40007791)	HE2000 Annual Leave	Hours	31/08/2014	188.00	119.00	69.00
Blue Jane (Lecturer; Reference Number: 40007792)	HE2000 Annual Leave	Hours	31/08/2014	188.00	105.00	83.00
Blue Robert (Senior Lecturer; Reference Number: 40007790)	HE2000 Annual Leave	Hours	31/08/2014	188.00	105.00	83.00
Gold Benjamin (Lecturer; Reference Number: 40007811)	HE2000 Annual Leave	Hours	31/08/2014	218.00	112.00	106.00
Gold Jane (Lecturer; Reference Number: 40007812)	HE2000 Annual Leave	Hours	31/08/2014	188.00	119.00	69.00
Gold Robert (Senior Lecturer; Reference Number: 40007810)	HE2000 Annual Leave	Hours	31/08/2014	188.00	35.00	153.00
Green Benjamin (Lecturer; Reference Number: 40007786)	HE2000 Annual Leave	Hours	31/08/2014	188.00	56.00	132.00
Green Jane (Lecturer; Reference Number: 40007787)	HE2000 Annual Leave	Hours	31/08/2014	181.00	105.00	76.00
Green Robert (Senior Lecturer; Reference Number: 40007785)	HE2000 Annual Leave	Hours	31/08/2014	188.00	105.00	83.00
Head Anthony (Head of School; Reference Number: 40007779)	HE2000 Annual Leave	Hours	31/08/2014	188.00	35.00	153.00
Orange Benjamin (Lecturer; Reference Number: 40007801)	HE2000 Annual Leave	Hours	31/08/2014	186.25	56.00	130.25
Orange Jane (Lecturer; Reference Number: 40007802)	HE2000 Annual Leave	Hours	31/08/2014	186.25	105.00	81.25

27/08/2014 12:54:53 Page 2 of 4

HR Connect Help and Support

If any information is incorrect or out of date and you do not have access to update the information yourself please contact your HR Adviser in the first instance.

If you need any help, advice or assistance with the system please contact the HR Systems Team on ext. 3728 or email HRConnect@napier.ac.uk