

Excel Reports for Attendance & Absence

Parklane's new Excel reports are designed, formatted and print-ready. They may also be edited as the user sees fit. Below is a list of reports currently available in **Attendance and Absence**.

Please read descriptions carefully.

We recommend viewing the [video](#) provided on Parklane's Resource Page for information on the reports.

Special notes:

- Instruction on the use of Microsoft Excel is *not* available through Parklane Support, however, many helpful tutorials can be found online.
- Status refers to Employee Status (e.g. Term, Full-time, etc.)

Report Name	Report Code	Report Details
Days Absent	HRHA Last Firstname Dept/Group Time Start Date Day of Week Hours Type Hours Minutes Hours Decimal Continued Status Key Dept Description Age Position Emp ID Comments Daily Hours Weekly Hours Supervisor (PD)	Report pulls on Time Start Date and Dept/Group. <ul style="list-style-type: none"> • Main sheet: Bar chart of total number of absences by day of week for dept/group for date range. Pie chart displays top ten absence types for dept/group and date range. Bar chart of total hours by day of week for dept/group and date range. • Sheet 2: Table of counts by dept/group and employees displaying time taken by month and day of week. • Sheet 3: Table of dept/group and employees displaying time taken by hours type (time code description) and day of week. • Sheet 4: Table of dept/group, employee, hours type, #of times hours type was used and total hours for hours type. • Sheet 5: Table of time code counts by age range and day of week. • Sheet 6: Table of time code counts by position and day of week.
Case Status	HRHB Last Firstname Dept/Group Current Level Final Level Level Start Date Level Projected Duration Level Projected Completion Level Completion Date Level Actual Duration	Pull report by <u>case</u> start date range, dept/group. <ul style="list-style-type: none"> • Main sheet: Bar chart of number of open cases by year started. Chart of number of completed cases by result that had a start date within range • Sheet 2: Detailed table of <u>open</u> cases including: dept/group, name, time entry start date, current level, level start date, projected duration, reason, monitor assigned and number of cases for dept/group. • Sheet 3: Detailed table of <u>closed</u> cases including name, support start date, supervisor, reason, completion date, result and comments + counts. • Sheet 4:– Counts of employees currently in a program by

	Level Effectiveness Result Level Actions 1 Level Actions 2 Level Actions 3 Level Actions 4 Level Actions 5 Level Actions 6 Level Actions 7 Level Actions 8 Level Comments Supervisor Support Start Date Time Entry Start Date Reason Monitor Assigned Completion Date Result Comments ER Key Status Dept Description Emp ID Next Review Date Activity Supervisor (PD)	level. Counts of completed cases by result and ending level. <ul style="list-style-type: none"> Sheet 5: Counts of programs started in date range and counts of programs completed in date range.
Extended Weekend Report	HRHC Last Firstname Dept/Group Time Start Date Day of Week Hours Type Hours Minutes Hours Decimal Week Day Num Year End Status Key Dept Description Emp ID Supervisor (PD)	Pull report by time start date range and dept/group. Reports only absences that began on a Monday or on a Friday and had <u>no continued absences</u> following. <ul style="list-style-type: none"> Main sheet: Bar chart for dept/group by year and # of times a Monday or Friday was taken off (with no continued days). Includes table which displays the same. Sheet 2: Table with Employee name, month, # of times a Monday or Friday were taken off and totals. Sheet 3: Table displays dept/group, employee name, number of times a Monday or Friday was taken off (with no continued days) and totals. Sheet 4: Table of dept/group, hours type, total hours taken on a Monday or Friday (with no continuation) of those hours and grand totals.
Employee History	HRHD Last Firstname Dept/Group Position Time Start Date Day of Week Hours Type Hours Minutes Hours Decimal Continued Emp Key Union	Pull by <u>employee</u> and time start date range. <ul style="list-style-type: none"> Main sheet: Bar charts of total instances by year and total occurrences by year for that employee. Pie chart of type of time most taken. Bar chart of total hours by day of week of all in the date range. Table of year, time start date, day of the week, hours type and total hours taken. Includes count of days. Sheet 3: Detailed table of counts of hours type by month and year. Sheet 4: Table of months and days of week and the counts of chosen time code that occurred on those days.

	Year End Status Dept Description Emp Number	Can filter by year and hours type (time code).
Substitute Hours	HRHE Last Firstname Dept/Group Time Start Date Day of Week Hours Type Hours Minutes Hours Decimal Emp Key Substitute 1 Name Sub Hours Type Continued Hours Minutes Hours Decimal Substitute 1 Key Status Dept Description Emp ID Substitute ID	Pull by employee OR time start date range. <ul style="list-style-type: none"> • Main sheet: Line graph of hours taken vs hours covered by substitute - totals by month for date range. Pie chart of percentage of total hours taken by month. Pie chart of percentage of total substitute hours by month. Bar chart of percentage of total hours covered by a substitute per month. • Sheet 2: Table of dept/group time taken, time covered and percentage of time covered by month. • Sheet 3: Table displaying name, time start date, hours type, # of hours taken, day of the week, sub name 1, hours taken by employee, hours covered by sub 1. • Sheet 3: Shows substitute employee detail by name, who they subbed for, department subbed in, time start date, total hours subbed.
Occurrences Summary	RHF Last First name Dept/Group Union Time Start Date Day of Week Hours Type Hours Minutes Hours Decimal Continued Status Key Department Desc Year End Age Position Emp ID Active Case Supervisor (PD) Completion Date Closed Date Closed Flag	Pull by Dept/Group, time code, start date range. Enter # of days criteria and/or # of occurrences criteria. Will return those employees that fit <u>either criteria</u> . You can filter those who are on or not on a case on the report itself. <ul style="list-style-type: none"> • Main sheet: Bar graph of total occurrences by year, bar graph of total occurrences by day of the week, graph of occurrences and continued days by union and a graph of the same by status. Second page includes bar graph of occurrences and continued days by code, total hours of occurrences and continued days by code, total hours by union and total hours by status. • Sheet 2: <i>Employee detail</i> - Table report of employee, time code, date, total number of occurrences, continued days and total days. • Sheet 3: NEW <i>No Active Cases</i> - Table report of employee, time code, date, total number of occurrences, continued days and total days. Includes only those NOT on a case. • Sheet 4: <i>Employee totals</i>: Table report of employee, time code, total number of occurrences, continued days and total days. • Sheet 5: <i>Dept/Group Detail</i> - Collapsible table report of dept/group, employee, time code, date, total number of occurrences, continued days and total days. • Sheet 6: <i>Code Totals</i> – Table report of dept/group, employee, time code description, total number of occurrences, continued days and total days. • Sheet 7: <i>Age Totals</i> –Table report of dept/group,

employee, time code, total number of occurrences, continued days and total days. Subtotals codes by employee. – Designed for those who chose multiple time codes.		
Sick Leave Trends Report	RHH Last First name Dept/Group Dept Desc Emp Status Position Union Emp ID Hours Type Date Day of Week Supervisor (PD) Key Within One Day Within Two Days Within Three Days Selection Month Count	This report allows you to examine time codes (such as sick codes) that appear within 1-3 days of another time code. Eg. Identifying employees that take sick time right before/after vacation time. Pull by date range, dept/group. 1 st code selection for sick leave codes. 2 nd code selection comparison code. <ul style="list-style-type: none"> • Main Sheet: Bar graph of the number of occurrences identified by month, bar graph of occurrences by day of the week, pie chart of number of occurrences within 1, 2 or 3 days; pie chart of occurrences by union. • Sheet 2: Table of employees with occurrences, includes position, supervisor and counts by month • Sheet 3: Table of employees with occurrences, includes employment status, position, supervisor, counts of within 1, 2 and 3 days. • Sheet 4: Table of employees' time codes, date they occurred, day of the week, and codes flagged that fall within the 1-3 day away criteria.