TEAM ABSENCES

Viewing Absences:

Initially you will only be able to view your team absences only. The HR Department will continue to enter your absence data in the normal manner. Eventually you will be responsible for entering the data in the following manner.
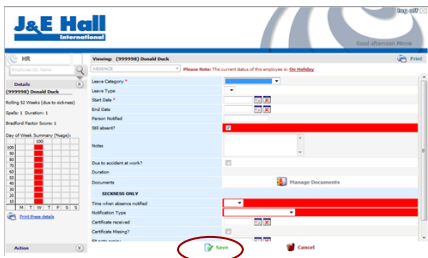
Entering absences:

When an absence occurs you can log this by selecting "**Me and My Direct Reports**", (Alternatively you may use you **Search Option.** Click on the employees name then navigate to their absence screen). Then add a new record.

Add a New Record:

Now in the employees screen complete the relevant fields and **Save.**

Uploading sick certificates:

Ensure that you have the certificate saved as a PDF as employee surname, forename, first day of sickness, **i.e Duck, Donald 12 Apr 2012.**

To upload the sick certificate to your employees record while entering an absence, Click on "**Manage Documents**" then "**Add Documents**". To upload, Click "**Browse**" and double click on the relevant document.

Then Click "**Back To Record**" and Click "**Save**".
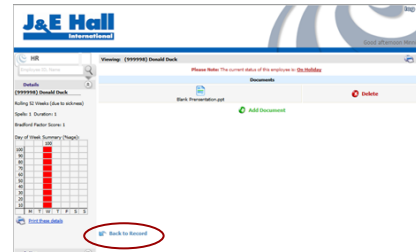
Once saved the absence will show against their record. From here you are able to view and amend as required.

Monitoring absences:

A way to monitor absences is to use the Bradford Factor. The Bradford Factor is a way to monitor short, frequent and usually unplanned absences which are more disruptive and costly than a longer absence.

The higher the Bradford Factor score the more disruptive the absence is.

To calculate the score: $B = S^2 \times D$

B = The Bradford Score

S = The number of occasions of absence during the last 52 weeks

D = The total number of days absent during the last 52 weeks.

For example, 7 absences of 2 days each is 686 points (i.e 7x7x14).

J&E Hall will be using the Bradford Factor to monitor employee absence. You will be sent notification of this in due course.
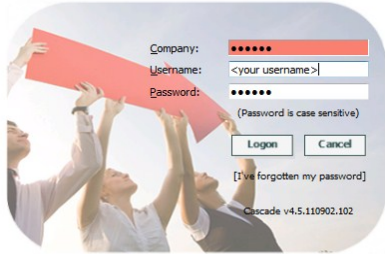

CASCADE HR

QUICK REFERENCE CARD

FOR MANAGERS

CASCADE HR BASIC FUNCTIONS

LOGGING IN

First navigate to the Cascade HR self service page https://www.cascadehrponline.net

You will be presented with the following log in screen.

Enter company JEHALL (uppercase), username and password that has been provided. You can then change your password within Cascade HR.
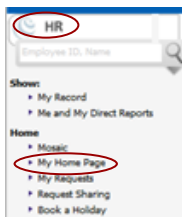
HOMEPAGE / DASHBOARD

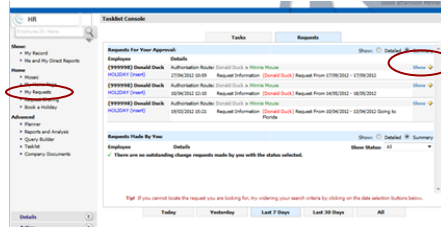You will then be presented with your home page:

From here you can access your pages via the navigation pane on the left.

To return to this screen at any point, Click on "**HR**" then "**My Home Page**".

HOLIDAY AUTHORISATION

When a member of your team submits a holiday request you will receive an e-mail. Log in to Cascade, Click "**My Requests**" on the left hand side.

Then Click "Show" to access the appropriate request.

This will take you into the request where you are able to check the planner and either accept or reject your employee's request. You will also be able to view if any clash of holiday may arise from accepting any requests.
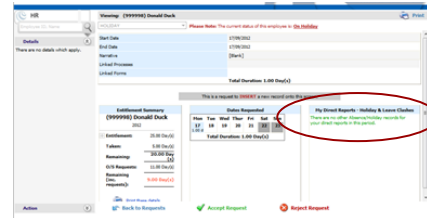
Once satisfied, Click **Accept Request** or if you do not wish you authorise the holiday, Click

Reject Request .
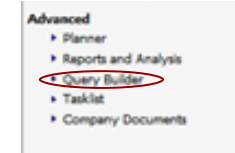
You will be given a box where you may make any comments eg why you are not accepting the request, then Click "Continue".
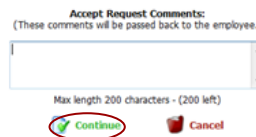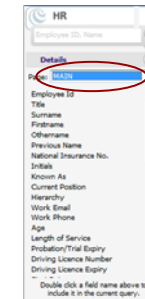

A email will then be sent to the employee advising then of your decision.

REPORTING

Within Cascade you can produce and tailor any reports using information you can access on the system. To do this Click "**Query Builder**" from your homepage / Dashboard.

From the left hand side of the screen, you will then have an option to select what information you would like to report on.

To navigate through the options, use the drop down option at the top. Once you have selected the data (double clicking on the field name), the name field will appear on the right, once you have selected all the information, Click "Run Query".
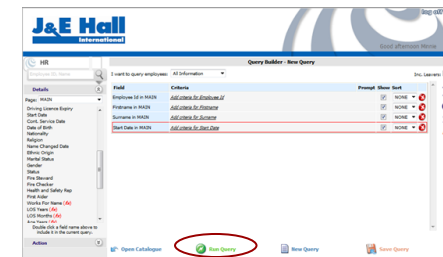
This information will then appear on screen. At the bottom you have the option to transfer this into an Excel spreadsheet.