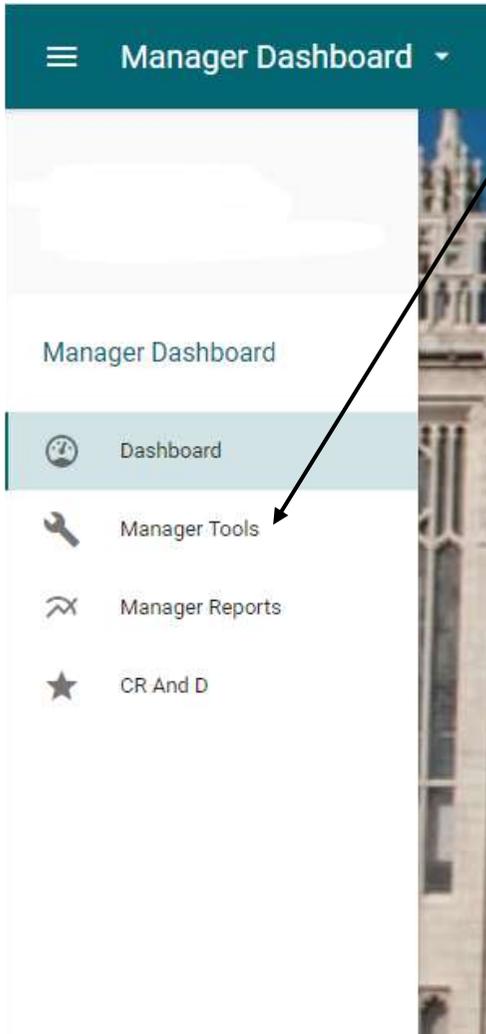
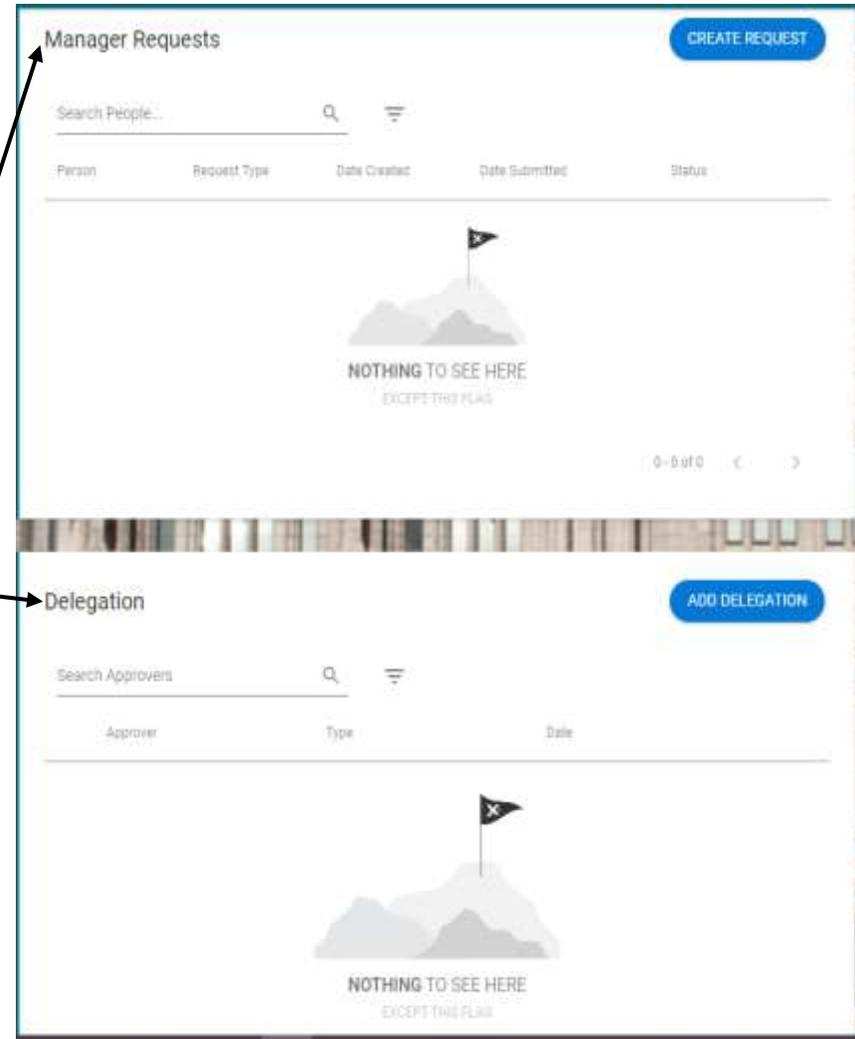


# New Features on Your Manager Dashboard

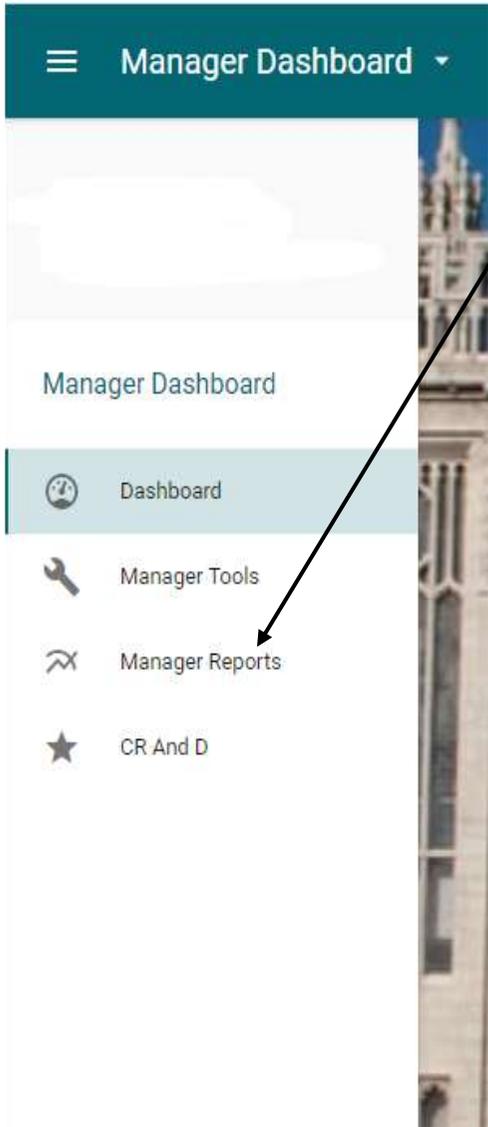
When you login to CoreHR if you click on Manager Tools



Here you will be able to submit a Notification of leaver through Manager Requests and clicking Create Request



Delegation of work group can also be set here. Please see Delegation of Team guide on how to process this



Click on Manager Reports

You will be able to view your team's Sickness Absence. You can review the number of days/hours your employees have been off and dates, along with if the return to work had been completed.

You will also see you have a pie chart. If you hover over one of the colours it will give you the number of days that have been recorded under that heading and also the percentage

If you wish to see a certain member of staff's absence, hover over Forename And Surname, click on the v and then filter. A list of your employees will appear. Tick the employee's box and their Sickness Absences will show.



### My Team Sickness Absence

REFRESH DATA

Person Reference   Forename And Surname   Job Title Description   Reason for Sickness   Start D

## My Team Continuous Service Dates

REFRESH DATA

ame:	Appointment Start Date	ACC Start Date	Continuous Service Start Date	Continuous Length of Service
	01-Mar-2021	05-Feb-2018	05-Feb-2018	3.31
	07-Dec-2020	23-Mar-2020		
	01-Mar-2021	17-Nov-2014	10-Nov-2014	6.55
	01-Mar-2021	10-Feb-2014	10-Feb-2014	7.3
	01-Mar-2021	04-Jan-2018	04-Jan-2018	3.4
	01-Mar-2021	05-Oct-2015	05-Oct-2015	5.65
	01-Apr-2021	17-Jun-2002	17-Jun-2002	18.96

### **My Team Continuous Service Dates**

You will be able to view all your team's service dates and length of service (those with over 5 or 10 years will be highlighted)

☰ Manager Dashboard ▾

Manager Dashboard

- 🏠 Dashboard
- 🔧 Manager Tools
- 📊 Manager Reports
- ★ CR And D

My Team ACTIONS ▾

Name, Department, Job Title 🔍 My Team ▾

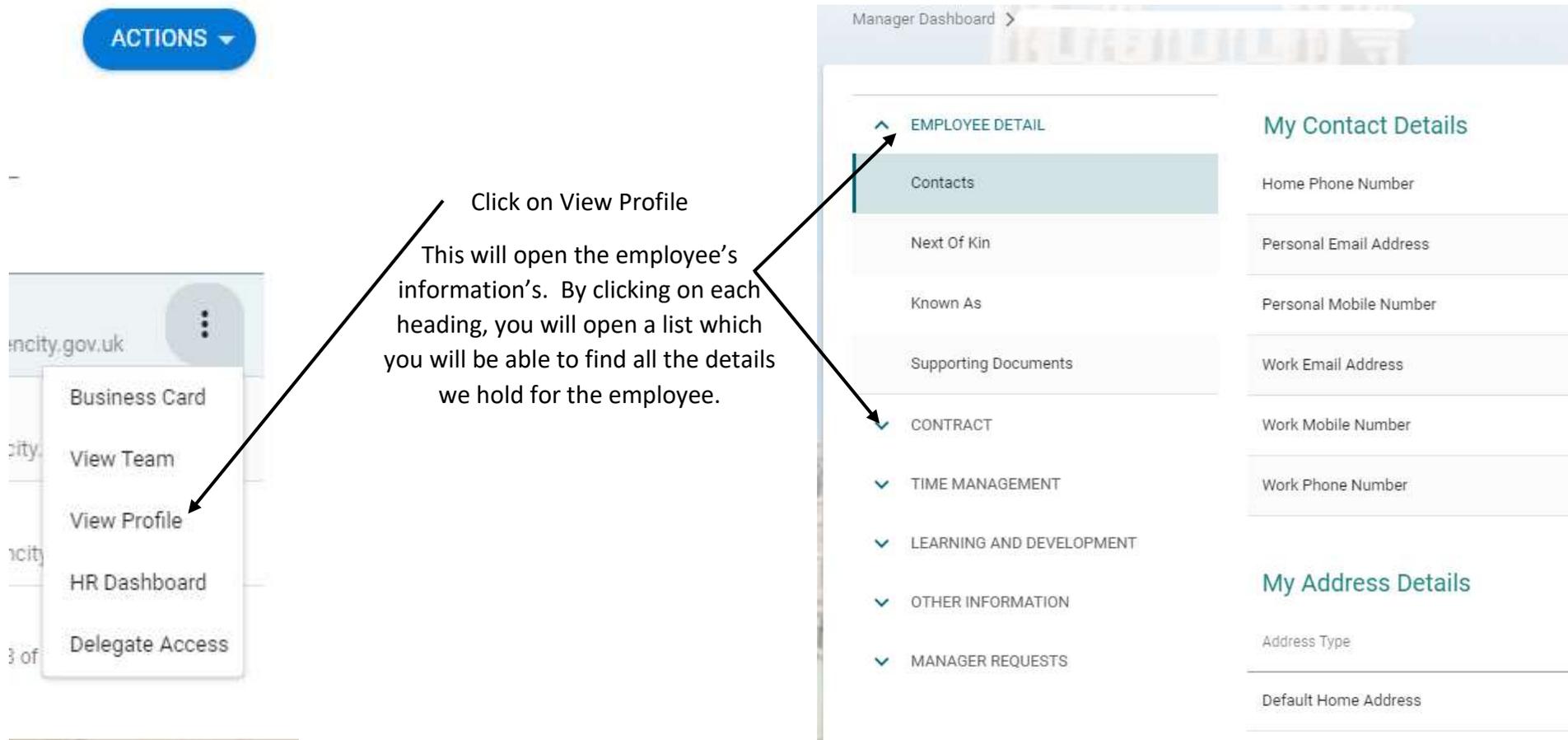
Employee	Position	Contact Details
		None Set
		None Set

1-3 of 14 < >

Click on Dashboard

Click on the 3 dots  at the end of an employee's line





Click on View Profile  
 This will open the employee's information's. By clicking on each heading, you will open a list which you will be able to find all the details we hold for the employee.

Under Employee Details, you will find their Contact Details and Home Address, Next of Kin details, if the employee wishes to be known by a different name and any supporting Documents

Under Contract you will find Salary, by clicking of this heading you will find the Position with post number underneath, Start Date of the current post, Grade and Point including salary. Also is Contract and this gives all details on your employees contract, FTE, Reporting To, Pay Grade and Point, Increment Date, etc.

Under Time Management, you will find all Balance Information, Attendance Details is their work pattern and all Leave Requests

Under Learning Development, you will find any details on Continuous Development, any Qualifications, Languages and Training Details

Under Other Information, you will find any Certificate of Sponsorship, Covid Age – Risk Assessment, Driver Details, any Health Surveillance, PVG Information and Working From Home Record (Manager will now be able to record this on the employees behalf)

Under Manager Requests, you will be able to view a Notification of Leaver request if submitted.