

# ABSENCE ANALYTICS JOB AID

This Job Aid assists in orienting and executing in the Absence Analytics tile. The Absence Analytics tile is powered by Oracle Business Intelligence Enterprise Edition (OBIEE), a comprehensive business intelligence and analytics platform that delivers a full range of capabilities.

The Absence Analytics tile allows HR Professionals access to the “Data Warehouse” with the ability to capture a unit’s absence data on generally a six-hour delay. Essentially allowing HR Professionals transparency and oversight of their units’ personnel availability.

The Absence Analytics tile is a new feature that provides HR Professionals one place to view all unit absences, whereas the Approvals tile allows a singular view. Additionally, all future capability will be congruent with the HR Professional’s row level security (ROWSECCLASS).

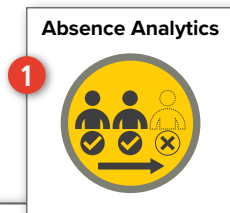
Within IPPS-A, the Absence Analytics tile allows HR Professionals to compile an absence report and compare the results to the Duty Status reports, Readiness reports, etc. — ensuring accuracy in overall personnel readiness.



*NOTE: See IPPS-A User Manual for more information.*

## Absence Analytics Overview

1. Select the **Absence Analytics** tile.
2. The **BI: Absence Analytics** screen displays.



3. Screen displays different search options: Business Unit, Unit Identification Code (UIC), or Distribution Management Level/Distribution Management Sub-Level (DML/DMSL); Select **UIC** and enter a UIC in the dropdown, when complete, Select **Date Range** to enter desired date range.

**BI: Absence Analytics**

Search Criteria

Population

Organization Type  Business Unit  UIC  DML/DMSL  Additional Organization Prompts

Business Unit

Business Unit

Reset Population

Select Date Range

Date Range

2023 Jul 05 to 2023 Oct 03

Reset Search

Search Criteria

Population

Organization Type  Business Unit  UIC  DML/DMSL  Additional Organization Prompts

UIC

UIC

- DEAAAA - Defense Security Service
- DGAAAA - National Security Agency
- DJ0000 - Headquarters
- DJ0001 - Joint Task Force North
- DJ0002 - Joint Force Headquarters National Capital Region
- DJ1000 - Headquarters
- DJ1030 - Special Operations Command Central

Date Range

Population

Organization Type  Business Unit  UIC  DML/DMSL  Additional Organization Prompts

UIC

WTE861 - USAICDE Co A 304th MI Bn

Reset Population

Select Date Range

**Absence Analytics Overview CONTINUED**

4. Enter the desired date range at **Start Date** and **End Date**, additional options are Today's Date + 30, 60, 90 days; select desired dates and **Search**.
5. **Absence Summary** screen displays search results; select any number in the **Leave Instances** column.
6. Second **Absence Detail** screen displays desired absences with details including Soldier Talent Profile (STP), EMPLID, Member Name, Begin and End Dates of Absence, Reason and Description, etc.
7. Selecting the **STP icon**, redirects to the Member's STP homepage.
8. **Export** the results (CSV or Excel) using the yellow or green page icon.

Search Criteria

Population: UIC: W1E861

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Date Range: 20230705 to 20230804

Start Date: 20230705 End Date: 20230804

Today + 30 Today + 60 Today + 90

Select Population Reset Date Range Search

Search Criteria

Absence Summary

EFFECTIVE DATES: 05 July 2023 - 04 August 2023 UIC: W1E861

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UIC	Absence Reason	Reason Description	Leave Instances	Total Leave Days
W1E861	ORD	Annual (Ordinary) Absence	22	648
W1E861	PCS	Abs in Conjunction w/PCS	11	201
W1E861	P4D	Past, Special 4-Day	4	149
W1E861	PLI	MPLP-Inst-Last Increment	2	8
W1E861	PLI	MPLP-Inst-Last Increment	1	54
W1E861	CSP	Career Skills Program	1	118
W1E861	HSE	House Hunting	1	10
W1E861	TNA	Terminal/Transition Abs	1	93
W1E861	CON	Compassionate Absence	1	15

Search Criteria

Absence Summary

EFFECTIVE DATES: 05 July 2023 - 04 August 2023 UIC: W1E861

Absence Detail

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ID	STP	Emplid	Member Name	Begin Date	End Date	Absence Reason	Absence Description	Reason Description	Departure Date	Return Date	Birth Date	Foster Date	Adoption Date	Duration	Transaction Number	Absence Reason Description	Absence Type Option	Supervisor ID	First Approver	Contact Name	Phone	Govt GEOLOC Code	Address 1	Address 2	Address 3	City
1	STP	0000000000	SSG JOHN SMITH	20230710	20230728	ORD	Chargeable Absence	Annual (Ordinary) Absence	20230710	20230728				19	302321	CHG	0000000000	SSG JOHN SMITH	JANE SMITH	000/000-0000	411720017	0000 First Street			REDMOND	
2	STP	0000000000	SSG JOHN SMITH	20230606	20230729	PLI	Parental Absence	MPLP-Inst-Last Increment			0000000000			54	271179	KID	0000000000	SSG JOHN SMITH	JANE SMITH	000/000-0000	040189003	0000 First Street			FORT HUACHUCA	
3	STP	0000000000	SSG JOHN SMITH	20230615	20230712	PCS	Chargeable Absence	Abs in Conjunction w/PCS	20230625	20230712				49	438025	CHG	0000000000	SSG JOHN SMITH	JANE SMITH	000/000-0000	200000103	0000 First Street			LEAVENWORTH	
4	STP	0000000000	SSG JOHN SMITH	20230713	20230722	HSE	Administrative Absence	House Hunting						10	437853	ADM	0000000000	SSG JOHN SMITH	JANE SMITH	000/000-0000	200000103	0000 First Street			LEAVENWORTH	
5	STP	0000000000	SSG JOHN SMITH	20230626	20230707	ORD	Chargeable Absence	Annual (Ordinary) Absence	20230626	20230707				12	196299	CHG	0000000000	SSG JOHN SMITH	JANE SMITH	000/000-0000	531950033	0000 First Street			SEATTLE	
6	STP	0000000000	SSG JOHN SMITH	20230605	20230830	CSP	Administrative Absence	Career Skills Program						118	65735	ADM	0000000000	SSG JOHN SMITH	JANE SMITH	000/000-0000	040431003	0000 First Street			SIERRA VISTA	
7	STP	0000000000	SSG JOHN SMITH	20230701	20230709	ORD	Chargeable Absence	Annual (Ordinary) Absence	20230701	20230709				9	693262	CHG	0000000000	SSG JOHN SMITH	JANE SMITH	000/000-0000	401900055	0000 First Street			GRANITE	
8	STP	0000000000	SSG JOHN SMITH	20230729	20230801	P4D	Non-Chargeable Absence	Past, Special 4-Day						4	875861	NCG	0000000000	SSG JOHN SMITH	JANE SMITH	000/000-0000	040530019	0000 First Street			TUCSON	
9	STP	0000000000	SSG JOHN SMITH	20230802	20230831	ORD	Chargeable Absence	Annual (Ordinary) Absence	20230802	20230831				30	879763	CHG	0000000000	SSG JOHN SMITH	JANE SMITH	000/000-0000	040530019	0000 First Street			TUCSON	
10	STP	0000000000	SSG JOHN SMITH	20230612	20230705	PCS	Chargeable Absence	Abs in Conjunction w/PCS	20230612	20230705				24	692406	CHG	0000000000	SSG JOHN SMITH	JANE SMITH	000/000-0000	200000103	0000 First Street			LEAVENWORTH	
11	STP	0000000000	SSG JOHN SMITH	20230706	20230720	CON	Non-Chargeable Absence	Compassionate Absence						15	620971	NCG	0000000000	SSG JOHN SMITH	JANE SMITH	000/000-0000	040431003	0000 First Street			SIERRA VISTA	
12	STP	0000000000	SSG JOHN SMITH	20230629	20230705	ORD	Chargeable Absence	Annual (Ordinary) Absence	20230629	20230705				7	184651	CHG	0000000000	SSG JOHN SMITH	JANE SMITH	000/000-0000	081040077	0000 First Street			GRAND JUNCTION	
13	STP	0000000000	SSG JOHN SMITH	20230714	20230717	P4D	Non-Chargeable Absence	Past, Special 4-Day						4	771522	NCG	0000000000	SSG JOHN SMITH	JANE SMITH	000/000-0000	040370013	0000 First Street			PHOENIX	