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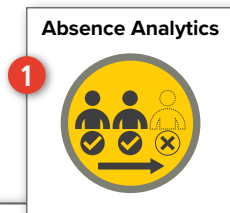
Within IPPS-A, the Absence Analytics tile allows HR Professionals to compile an absence report and compare the results to the Duty Status reports, Readiness reports, etc. — ensuring accuracy in overall personnel readiness.

 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.

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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.