Manager dashboard
First product

Employee attendance overview
You want to check who’s on early shift today.
After login to myKLM...
Hallo Pieter, waar ben je naar op zoek?

Flight Ops-nieuws

Title news item small titel over 3 regels is natuurlijk ook mogelijk in een nieuws item.

Informatie over de Vrijwillige Vertrekregeling beschikbaar

Title news 1 line

Mijn training & checks

B747

FCL

Technical Questionnaire

LOE

OM-A Questionnaire

ETOPS Questionnaire

Line check

Case of the month

TRC 1

iBook

TRC 2

iBook
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Employee attendance overview

17 January, Thursday

Early Shift 2 team lead, 30 agents

Day Shift  2 team leads, 37 agents

Night Shift 1 team leads, 20 agents

Off duty
Employee leave
Sick leave

1 team lead, 14 agents
3 agents
2 agents
Employee attendance overview

Early shift

Team lead
- Colin de Haan
- Tim Lin

Agent
- Arnoud Rutgers van der Loeff
- Linda van der Bunt
- Jaster de Leeuwe
- van Drongelen
- Arjan van Dijk
- Ron Lok
- Visser van Haren
- Wim van der Haar

Early Shift 2 team lead, 30 agents

Night Shift 1 team leads, 20 agents
You want to check who was sick this week.
Employee attendance overview

Early Shift  2 team lead, 30 agents

Day Shift  2 team leads, 37 agents

Night Shift  1 team leads, 20 agents

Off duty  1 team lead, 14 agents
Employee leave  3 agents
Sick leave  2 agents
# Employee attendance overview

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tue</th>
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<td>Off 1 TL &amp; 14 AG EV 3 AG SK 2 AG Frequent sickness</td>
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Because you notice someone has frequent sickness, you want to check what’s going on with him/her
Employee attendance overview

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**Sickness**
- Arnoud Rutgers van der Loeff
- Linda van der Bunt

**Employee leave**
- Arjan van Dijk
- Ron Lok
## Employee Attendance Overview

### Arnoud Rutgers van der Loeff

**Sickness**

- **Recorded this year**: 5 days

**Bradford Factor**

- **Occurrence in the last 12 months (s)**: 4
- **Total Duration (D)**: 8
- **Bradford Factor (SxSxD)**: 128

### July 2019

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- **1st July**: Sick leave
Employee Attendance Overview

Arnoud Rutgers van der Loeff

Sickness
Recorded this year: 5 days

Bradford Factor
Occurrence in the last 12 months (s): 4
Total Duration (D): 8
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July 2019

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Employee Attendance Overview

Arnoud Rutgers van der Loeff

Sickness
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Employee Attendance Overview

Arnoud Rutgers van der Loeff

Sickness
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Calendar for July 2019:
- Day shift: 24th and 25th

17 January, Thursday
### Employee Attendance Overview

#### Arnoud Rutgers van der Loeff

**Sickness**
- Recorded this year: 5 days

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#### July 2019 Calendar

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Note: 30 is marked with an 'Early shift' label.
Employee Attendance Overview

Arnoud Rutgers van der Loeff

17 January, Thursday

Sickness
Recorded this year 5 days

Bradford Factor
Occurrence in the last 12 months (s) 4
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Bradford Factor
a means of measuring worker absenteeism
Employee Attendance Overview

Arnoud Rutgers van der Loeff

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Occurrence in the last 12 months (s) 4
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# Employee attendance overview

**Arnoud Rutgers van der Loeff**

### Sickness
- **Recorded this year**: 5 days

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- **Occurrence in the last 12 months**: 4
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### Check Absenteeism and healthcare support

![Calendar showing attendance for July 2019](calendar_image.png)
Absence and Health Management

Guideline and toolkit of absence and health management

Absenteism management toolkit
Privacy term

Preventive Healthcare

Understand the preventive healthcare supported by KLM

Working aids for ears and eyes
Mandatory vaccination
Mandatory medical examination

KLM Healthcare Resources

Understand the healthcare resources and facilities in KLM

Physical healthcare
Mental healthcare
Travel healthcare

In Case of Sickness

What you can/should do when your employee is sick

Reporting sickness and recovery
Long-term sickness
Financial support for illness
Occupational health assessment and job adjustment

Any questions?
If you have any questions about this, please contact HR Shared Service Center at hrssc@klm.com.
Assume that you already know the sick absences were because of eye problems
Absence and Health Management

Guideline and toolkit of absence and health management
Absenteeism management toolkit
Privacy term

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Any questions?
If you have any questions about this, please contact HR Shared Service Center at hrssc@klm.com.
Otoplastics or glasses to do your job properly

It is nice to be able to do your job properly and safely. For this reason, KLM has several aids available to protect your eyes and ears or to give you a helping hand. You can see the options available to you below.

Ground

Cockpit

KLM Cabin

KLC Cabin
You can also enter ‘Absenteeism and healthcare support’ from here
Hallo Pieter, waar ben je naar op zoek?

Flight Ops-nieuws

Title news item small titel over 3 regels is natuurlijk ook mogelijk in een nieuws item.

Informatie over de Vrijwillige Vertrekregeling beschikbaar

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<table>
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Next product

Absenteeism dashboard
Scenario

First time to use the absenteeism dashboard.
Hallo Pieter, waar ben je naar op zoek?

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<th>History</th>
<th>Team, division and KLM</th>
<th>Age, function and contract percentage</th>
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<td>49,3</td>
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<tr>
<td>FTE</td>
<td>829</td>
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Division: CIO-IS
Department name: XXXXX
Department code: SPL/AA
Welcome to absenteeism dashboard

This introduction shows you how to use the dashboard.

Continue explanation
Absenteism dashboard

Division: CIO-IS  
Department name: XXXXX  
Department code: SPL/AA

Summary:

Headcount
The number of people in a group or employed

90

FTM

82

Fluctuation and Trends

With this dashboard, you can keep track of the fluctuation and the trends of absenteeism.
Correlattced factors

You can check for any factor, such as an event, a new policy, an employment strategy, etc., which could possibly relate to absenteeism. You can provide any potential factor or anything you observe in your team.
Absenteism dashboard

Division: CIO-IS
Department name: XXXXX
Department code: SPL/AA

Inter-team comparison and Division/KLM average comparison

You can compare your team with the other teams in the same division and with KLM average. This gives you more insights with statistic data.
Demographics, functions and contract hours

You can see if demographics, functions or contract hours have influence on absenteeism situation and see if you should change any policy or strategy.
Existing findings and examples

If you find any possible relation between absenteeism and a factor, you can check the existing findings and examples and see whether the relation has been proved and how to react on it.
Report to HR Analytics

If there is no such relation in the existing findings and examples, you can report to HR Analytics for further support.
## Absenteeism dashboard

**Division:** CIO-IS  
**Department name:** XXXXX  
**Department code:** SPL/AA

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## Absenteeism dashboard

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**Department code:** SPL/AA

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<tr>
<td>The equivalent employees working full-time (e.g. 2 staff with 50% contract = 1 full-time staff)</td>
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<td>Average Age: 49.3 (Increasing)</td>
<td>Average Years of Service: 20.4 (Increasing)</td>
<td>Absenteeism Current Month: 5.1% (Decreasing)</td>
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<td><strong>FTE</strong></td>
<td>Age &gt; 60 Years: 15.8% (Increasing)</td>
<td>Female Percentage: 19.7% (Decreasing)</td>
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Absenteism dashboard

Division: CIO-IS
Department name: XXXXX
Department code: SPL/AA

- Absenteeism per month (%)
- Absenteeism vs Average amount of absence case/month

Summary

History

Team, division and KLM

Age, function and contract percentage

How to use absenteeism dashboard?
Report to HR Analytics
Print the report
Absenteism dashboard

Division: CIO-IS
Department name: XXXXX
Department code: SPL/AA

Absenteism per month (%)

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Absenteism vs Average amount of absence case/month

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<td>6.7%</td>
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How to use absenteism dashboard?
Report to HR Analytics
Print the report
### Absenteeism dashboard

**Division:** CIO-IS  
**Department name:** XXXXX  
**Department code:** SPL/AA

#### Summary
- **Absenteeism vs Average amount of absence case/month**
- **Team A**  
  - Absenteeism  
  - Average amount of absence case/month  
- **Team B**  
  - Absenteeism  
  - Average amount of absence case/month  
- **Team C**  
  - Absenteeism  
  - Average amount of absence case/month  
- **Average**

#### History

#### Team, division and KLM

#### Age, function and contract percentage

**Absenteeism**

**Department average**

**Division average**

**KLM average**

- Absenteeism
- Average age
- Average years of service
- Female rate
- Average contract hours
Absenteism dashboard

Division: CIO-IS
Department name: XXXXX
Department code: SPL/AA

Absenteism vs Average amount of absence case/month

Team A | Team B | Team C | Average
---|---|---|---
Absenteism
Average amount of absence case/month
Average age
Average years of service
Female rate
Average contract hours

Absenteism vs Female rate

Department Division KLM average average average
Absenteism
Average age
Average years of service
Female rate
Average contract hours

How to use absenteism dashboard?
Report to HR Analytics
Print the report
Absenteeism dashboard

Division: CIO-IS
Department name: XXXXX
Department code: SPL/AA

Summary

Absenteism per age bracket

- 66 years and over
- 61-65 years
- 56-60 years
- 51-55 years
- 46-50 years
- 41-45 years
- 36-40 years
- 31-35 years
- 26-30 years
- 21-25 years
- 20 years and younger

History

Absenteism per function group

- Function A
- Function B
- Function C
- Function D
- Function E

Team, division and KLM

Absenteism per contract percentage bracket

- 100%
- 80-99%
- 60-79%
- 40-59%
- <40%

Age, function and contract percentage

- Amount of male employee
- Amount of female employee
- Absenteeism
Absenceism dashboard

Division: CIO-IS
Department name: XXXXX
Department code: SPL/AA

Absenceism per age bracket

- 66 years and over
- 61-65 years
- 56-60 years
- 51-55 years
- 46-50 years
- 41-45 years
- 36-40 years
- 31-35 years
- 26-30 years
- 21-25 years
- 20 years and younger

Absenceism vs Amount of male employee

- Function A: 44
- Function B: 63
- Function C: 72
- Function D: 63
- Function E: 57

Absenceism per contract percentage bracket

- 100%
- 80-99%
- 60-79%
- 40-59%
- <40%
Scenario

You want to print ‘Summary’ and ‘Absenteeism vs Age’
### Absenteeism dashboard

**Division:** CIO-IS  
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Absence dashboard

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Absenteism dashboard

Division: CIO-IS
Department name: XXXXX
Department code: SPL/AA

Absenteism per month(%)

Absenteism vs Average amount of absence case/month

Jan | Feb | Mar | Apr | May | Jun | July | Aug | Sep | Oct | Nov | Dec
--- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | ---

Absenteeism
Average amount of absence case/month
Average age
Average years of service
Female rate
Average contract hours
Absenteeism dashboard

Division: CIO-IS
Department name: XXXXX
Department code: SPL/AA

Summary

Absenteism per month (%)

Absenteeism vs Average amount of absence case/month vs Average age

<table>
<thead>
<tr>
<th>Year</th>
<th>Absenteeism</th>
<th>Average amount of absence case/month</th>
<th>Average age</th>
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<tbody>
<tr>
<td>2013</td>
<td>4.8</td>
<td>4.5</td>
<td>42.1</td>
</tr>
<tr>
<td>2014</td>
<td>4.9</td>
<td>4.5</td>
<td>43.7</td>
</tr>
<tr>
<td>2015</td>
<td>5.2</td>
<td>4.9</td>
<td>44.4</td>
</tr>
<tr>
<td>2016</td>
<td>5.6</td>
<td>5.1</td>
<td>51.1</td>
</tr>
<tr>
<td>2017</td>
<td>5.1</td>
<td>3.8</td>
<td>52.3</td>
</tr>
<tr>
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<td>2019</td>
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Yearly comparison:
- 2013: Absenteeism 4.8%
- 2014: Absenteeism 4.9%
- 2015: Absenteeism 5.2%
- 2016: Absenteeism 5.6%
- 2017: Absenteeism 5.1%
- 2018: Absenteeism 3.8%
- 2019: Absenteeism 3.9%
Absenseeism report

Division: CIO-IS
Department name: XXXXX
Department code: SPL/AA

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History

Absenteism vs Average amount of absence case/month vs Average age

- Absenteism
- Average amount of absence case/month
- Average age

![Graph showing absenteeism trends over years]

- Absenteism percentages: 42.1%, 43%, 43.7%, 44.4%, 51.1%, 52%, 53%
- Average amount of absence case/month: 6.7%, 6.3%, 7%, 7.3%, 5.6%, 5.1%, 5.1%
- Average age: 4.8, 4.5, 4.9, 5.2, 4.1, 3.8, 3.9
You want to report the possible correlation you found to HR Analytics.
### Absenteeism dashboard

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Existing findings and examples

Before you report to HR Analytics, you may first check the existing findings and examples and see whether the relation you suspect has been proven.
Assume that you have checked those examples already
Existing findings and examples

Before you report to HR Analytics, you may first check the existing findings and examples and see whether the relation you suspect has been proven.
Write your assumption, discription and question

What relation have you found? What happened? What might be the causes? Provide your own observation for analysis.
The absence rate of female staff in function A is much higher than the male staff. I remember those sick absences are mostly about back problems. Is it likely that women hurt their back more easily when they do A?
Upload the relevant files

Upload all the relevant files that would help you with describing your assumption or question.

You can upload up to 5 files, each file up to a maximum of 40 MB.

Add a file  From my computer  From absenteeism dashboard
You select the document you want to upload
Upload the relevant files

Upload all the relevant files that would help you with describing your assumption or question.

You can upload up to 5 files, each file up to a maximum of 40 MB.

Absenteeism_report_25-07-2019

Add a file From my computer From absenteeism dashboard
Sent successfully

The report has been sent to HR Analytics. You will receive the response around 5-7 work days.