User Guide

Bradford Factor

HR0026

Prepared by
Selina Ettles
Advanced Business Solutions
Northpoint
Exploration Drive
Bridge of Don
Aberdeen
AB23 8HZ

Tel: +44 (0)1224 692903
Fax: +44 (0)1224 693078
Web: www.advancedcomputersoftware.com/abs

Date: 30/05/2011

Contents

1 Bradford Factor

1.1 Overview

The Bradford Factor is a calculation used mainly by HR as a means of measuring worker absenteeism.

The reasons being, that short, frequent and unplanned absences are more disruptive than fewer long term absences.

With the Bradford Factor calculation employee absenteeism can be calculated and "scored". This score can then be used for the ongoing monitoring of absence patterns and where necessary disciplinary actions.

The Bradford Factor is calculated as follows: -

$$B = S^2 \times D$$

- **B** - Is the Bradford Factor score.
- **S** - Is the total number of instances of absence of an individual over a set period.
- **D** - Is the total number of days of absence of that individual over the same set period.

The 'set period' is typically a rolling 52 week period.

Example 1:

Over a set period an employee has: -

Instances of absence - 1

Duration of absence - 10 days

Calculation for the Bradford Factor Score = (1 x 1 x 10) = **10 points**

Example 2:

Over a set period an employee has: -

Instances of absence - 10

Duration of absence – All absences were 1 day (Total of 10 Days)

Calculation for the Bradford Factor Score = (10 x 10 x 10) = **1000 points**

As you can see from the 2 examples above both individuals were absent for 10 days. The difference being 1 individual had only 1 absence of 10 days and the other had 10 absences of only 1 day.

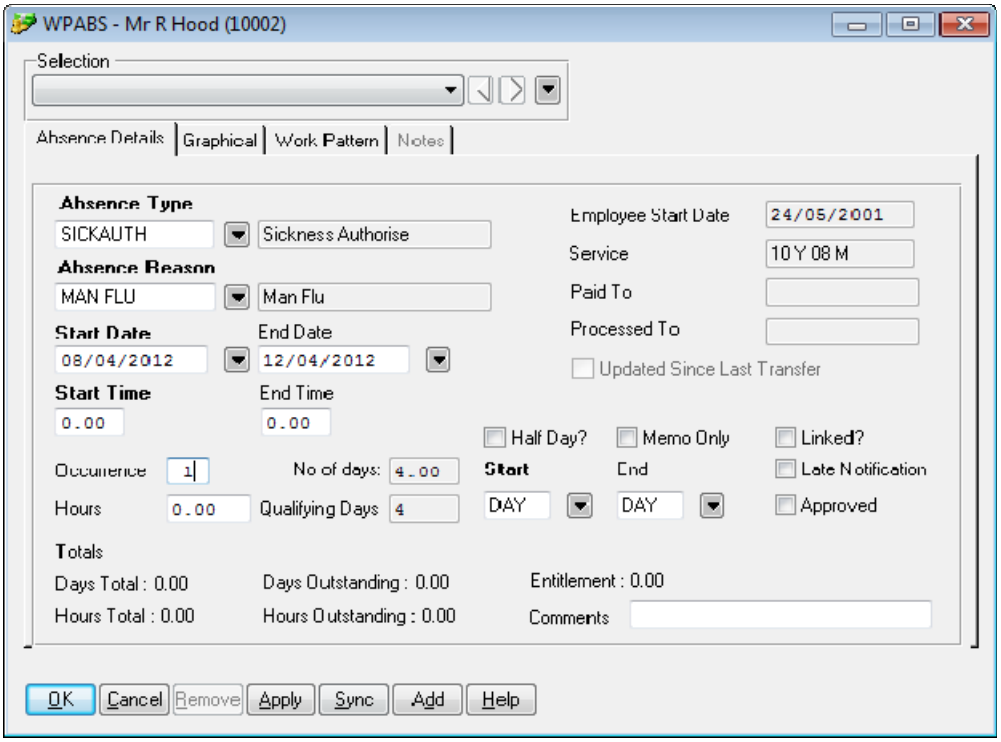
The Bradford Factor calculation for the 2 employees is different highlighting to HR the individuals with repeated short absences.

1.2 Absence input requirements

If using absence in hours move on to the following section 1.3.

The standard Bradford Factor calculation will use the occurrence field and the No of days to include and calculate an absence in the score.

When inputting any absences, there are 2 fields that must be populated. See below.



1. **Occurrence** – Enter 1 to report as an occurrence of absence. If left blank the absence will not be included in the Bradford Factor Calculation.

2. **No of days** - This must have a value; this can be the number of working days absent or the total number of days in the date range. If this is left blank the Bradford Factor calculation will calculate 0 days.

Important: -

When using “standard” Bradford Factor reporting every separate absence input will be calculated as another absence occurrence. Therefore if absences are input weekly or monthly all with start and end dates, but in cases are continuous absences from the week or month before, and are to be reported as a single occurrence, please see section 1.4.

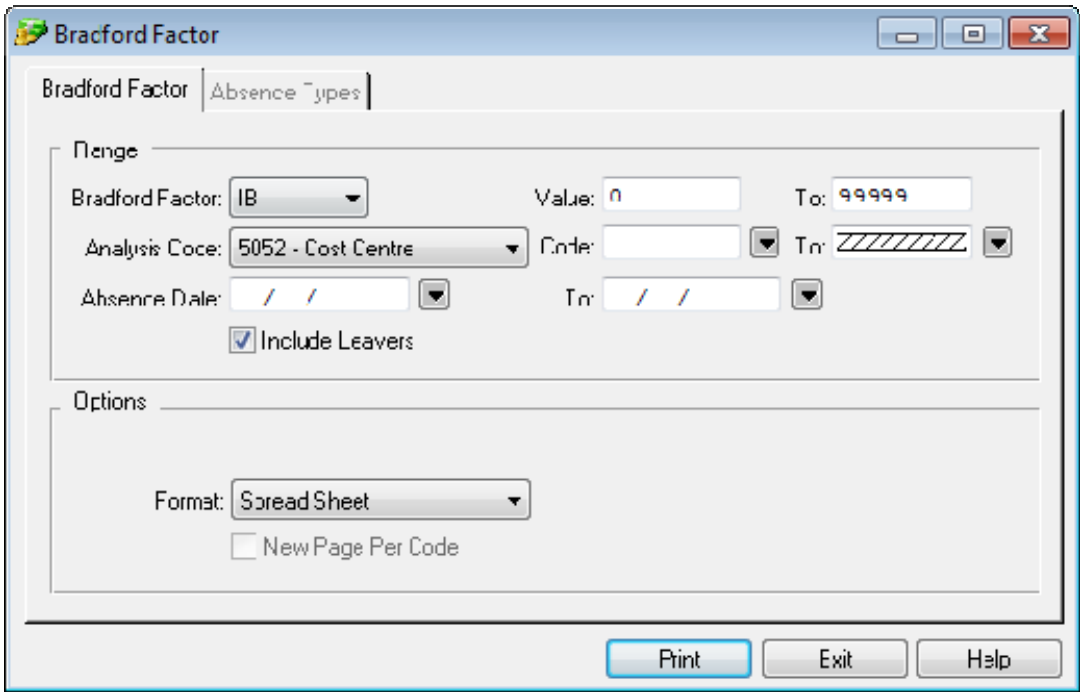
1.3 Bradford Factor input

The Bradford Factor program is already within the available list of programs for users.

To use the report add the program to the applicable user menu.

Bradford Factor Reporting – (w-ud27.w)

Once the user selects the Bradford Factor Report from the menu the screen below will be displayed: -



- **Bradford Factor / Value / To** – The top line allows the user to select the Bradford Factor score they wish to report on. The user may only wish to report any individuals with a score greater than or between ranges.

- **Analysis Code / Code / To** – This line allows the user to report on certain areas. This could be by Cost Centre, Location etc.

- **Absence Date / To** – The date range the user wishes to report on would be entered here. Typically this would be a 52-week period (a year).

- **Format** – Allows the user to select the format in which they wish the report to be output to. In the example above spreadsheet would output to Excel spreadsheet.

Note: -

If all fields were left blank the Bradford Factor would report on all individuals and include all absences.

1.4 Bradford Factor Parameter

A parameter can be added to the Bradford Factor program to change the way in which the calculation is done.

Important: -

If you use absence in hours the parameter MUST be added, as there is no input via the WPABS screen and the occurrences field is not used.

Even when using standard absence, once the parameter is added there is no need to use the occurrence field within the absence screen.

What the parameter allows the user to do is: -

1. Select the Absence types to be reported.
2. Report any continuous absences (absences where there are no days between), even if they are different absence types, as 1 occurrence.

Parameter – **AUTOCALC**

Example: -

Over a set period an employee has: -

3 absences input.

Absence Type	Absence Reason	Start	End	Days
SICK	BROKEN LEG	10/04/2011	30/04/2011	14
SICK	BROKEN LEG	01/05/2011	31/05/2011	20
ILL	OPERATION	01/06/2011	08/06/2011	4

With the new parameter the above continuous absence can be reported as a single occurrence giving a more accurate Bradford Factor score.

With the parameter: -

This would give a Bradford Factor score of: -

1 x 1 x 38 = 38

Without the parameter: -

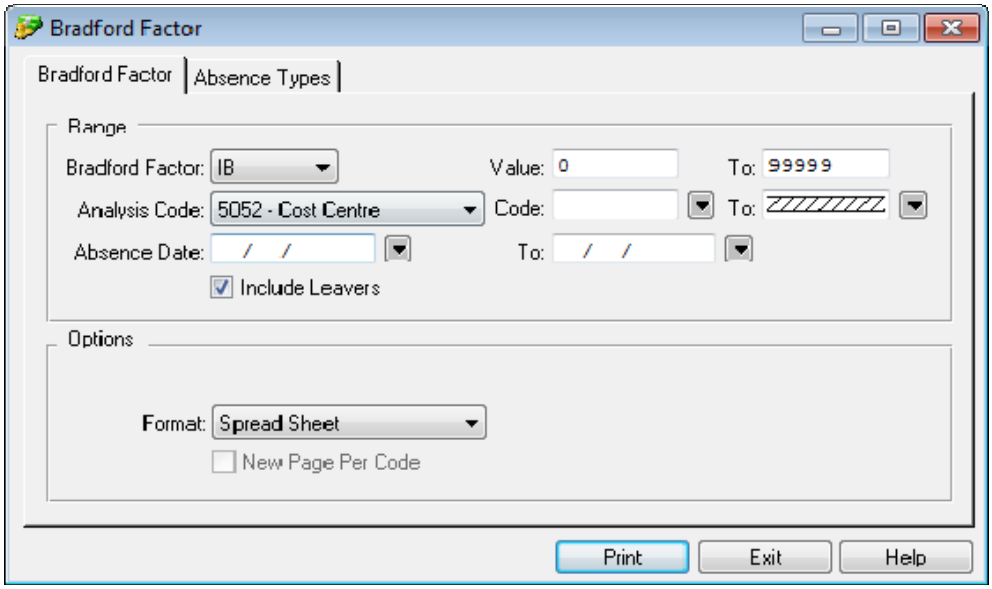
This would give a Bradford Factor score of: -

3 x 3 x 38 = 342

1.5 Calculating the Bradford Factor

Select the program from the user menu, which will be displayed as below:

Please note the “Absence Types” tab is available on the screen below. This is only available when the parameter is added.

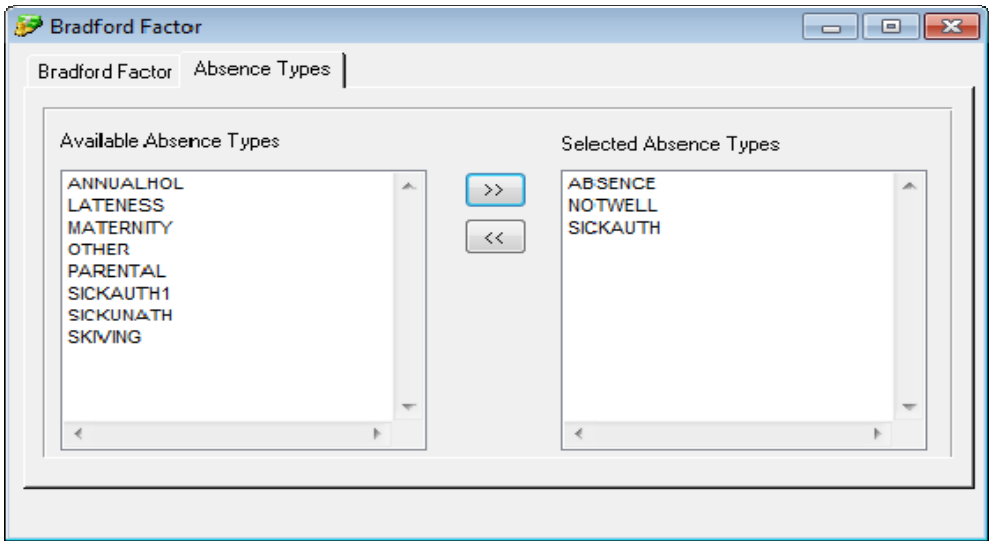


Complete the screen with all the report parameters required. Details of all fields are detailed earlier.

If there is no parameter added – Click Print

If the AUTOCALC parameter is added – Click on the Absence Type tab.

The screen below will be displayed with all absence types listed on the left:



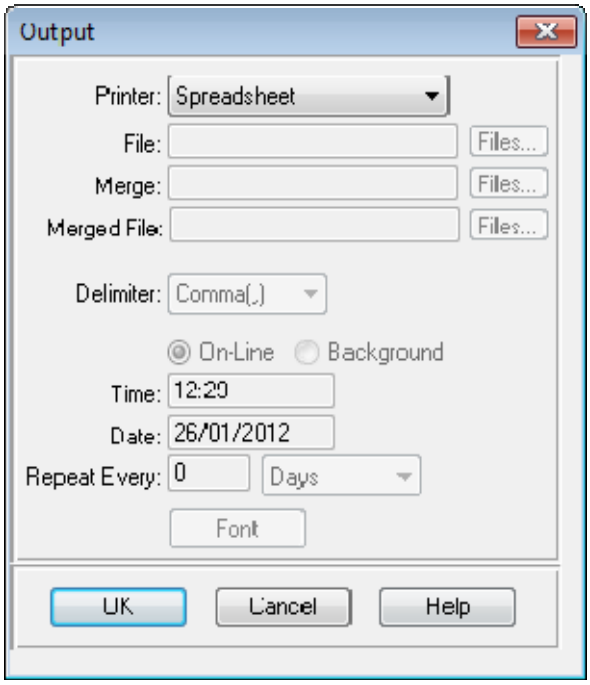
The user can now select the absence types that are to be reported by moving them across to the right hand side of the screen using the chevrons.

Once the absence types have been selected, click on the Bradford Factor tab.

- Click on Print

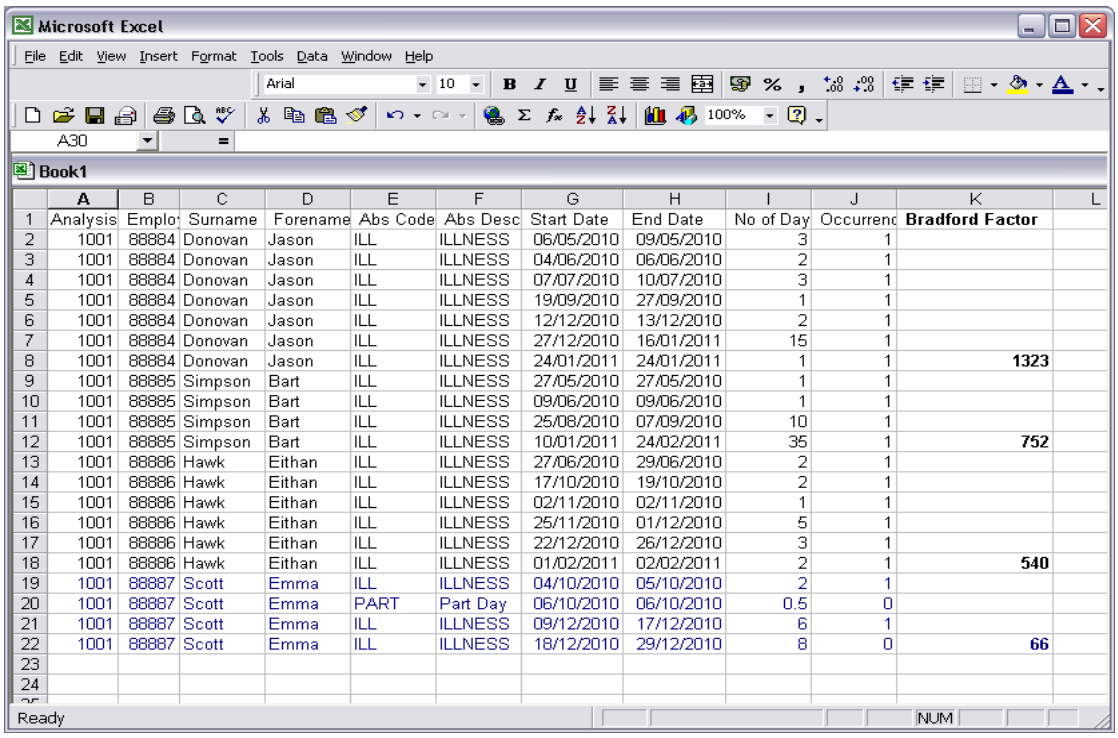
The Output screen is displayed.

If an excel spreadsheet is the chosen format then spreadsheet must be selected within the printer option as displayed below: -



Click OK to produce the Bradford Factor report.

A report example is displayed below: -



Microsoft Excel

File Edit View Insert Format Tools Data Window Help

Arial 10 100%

A30 =

Book1

	A	B	C	D	E	F	G	H	I	J	K	L
1	Analysis	Emplo	Surname	Forename	Abs Code	Abs Desc	Start Date	End Date	No of Day	Occurrenc	**Bradford Factor**	
2	1001	88884	Donovan	Jason	ILL	ILLNESS	06/05/2010	09/05/2010	3	1		
3	1001	88884	Donovan	Jason	ILL	ILLNESS	04/06/2010	06/06/2010	2	1		
4	1001	88884	Donovan	Jason	ILL	ILLNESS	07/07/2010	10/07/2010	3	1		
5	1001	88884	Donovan	Jason	ILL	ILLNESS	19/09/2010	27/09/2010	1	1		
6	1001	88884	Donovan	Jason	ILL	ILLNESS	12/12/2010	13/12/2010	2	1		
7	1001	88884	Donovan	Jason	ILL	ILLNESS	27/12/2010	16/01/2011	15	1		
8	1001	88884	Donovan	Jason	ILL	ILLNESS	24/01/2011	24/01/2011	1	1	**1323**	
9	1001	88885	Simpson	Bart	ILL	ILLNESS	27/05/2010	27/05/2010	1	1		
10	1001	88885	Simpson	Bart	ILL	ILLNESS	09/06/2010	09/06/2010	1	1		
11	1001	88885	Simpson	Bart	ILL	ILLNESS	25/08/2010	07/09/2010	10	1		
12	1001	88885	Simpson	Bart	ILL	ILLNESS	10/01/2011	24/02/2011	35	1	**752**	
13	1001	88886	Hawk	Eithan	ILL	ILLNESS	27/06/2010	29/06/2010	2	1		
14	1001	88886	Hawk	Eithan	ILL	ILLNESS	17/10/2010	19/10/2010	2	1		
15	1001	88886	Hawk	Eithan	ILL	ILLNESS	02/11/2010	02/11/2010	1	1		
16	1001	88886	Hawk	Eithan	ILL	ILLNESS	25/11/2010	01/12/2010	5	1		
17	1001	88886	Hawk	Eithan	ILL	ILLNESS	22/12/2010	26/12/2010	3	1		
18	1001	88886	Hawk	Eithan	ILL	ILLNESS	01/02/2011	02/02/2011	2	1	**540**	
19	1001	88887	Scott	Emma	ILL	ILLNESS	04/10/2010	05/10/2010	2	1		
20	1001	88887	Scott	Emma	PART	Part Day	06/10/2010	06/10/2010	0.5	0		
21	1001	88887	Scott	Emma	ILL	ILLNESS	09/12/2010	17/12/2010	6	1		
22	1001	88887	Scott	Emma	ILL	ILLNESS	18/12/2010	29/12/2010	8	0	**66**	
23												
24												

Ready NUM

The report lists

- *Chosen Analysis code (Cost Centre in the example above)*
- *Employee number.*
- *Surname.*
- *Forename.*
- *Absence Type.*
- *Absence Reason.*
- *Start and End date of the absence.*
- *How many days.*
- *How many occurrences.*
- *And finally the Bradford Factor scores for each employee.*

Note: -

The report above was produced with the parameter on. As such it can be seen with individual Emma Scott (Highlighted in blue), even though there are 4 absences input, including different absence types, they are reported as only 2 occurrences as there are absences with continuous dates.