

ATTENDANCE MENU

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Your menu is setup to make it easy for you to manage your system. There are menu items that are used on a daily basis and are intended to give you a quick overview of your employees. Throughout each of these different sections, you will notice that many of the items displayed will display an underline when the mouse cursor is placed over them. Clicking these items will allow you to drill down into more information regarding the item clicked.

Depending on your role in Attendance, you may not have each of these items in your menu. These menus are what we refer to as Profiles. There are generally different profiles for each level of user.

DASHBOARD

The Dashboard displays general information broken down by day. Issues that should be addressed in the system are highlighted in red as *Critical Exceptions*, which would include things like missing punches.

Calendar Dashboard							From 04/09/12 to 04/22/12	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
Apr 8	Apr 9	Apr 10	Apr 11	Apr 12	Apr 13	Apr 14		
	Actual 53:33 Scheduled 71:30 Diff -17:57 Schedules 12 Shifts Worked 5	Actual 34:55 Scheduled 82:50 Diff -47:55 Schedules 13 Shifts Worked 5	Actual 123:58 Scheduled 84:00 Diff 39:58 Schedules 14 Shifts Worked 4	Actual 23:26 Scheduled 86:00 Diff -62:34 Schedules 14 Shifts Worked 3	Actual 25:37 Scheduled 89:00 Diff -63:22 Schedules 14 Shifts Worked 4 Overtime 2:17	Non-Critical Exceptions 1 Actual 11:43 Scheduled 36:30 Diff -24:46 Schedules 7 Shifts Worked 2		
Apr 15	Apr 16	Apr 17	Apr 18	Apr 19	Apr 20	Apr 21		
Non-Critical Exceptions 3 Actual 23:45 Scheduled 0:00 Diff 23:45 Shifts Worked 3 Overtime 10:54	Non-Critical Exceptions 2 Actual 27:39 Scheduled 46:00 Diff -18:21 Schedules 7 Shifts Worked 4	Non-Critical Exceptions 2 Actual 29:49 Scheduled 47:30 Diff -17:40 Schedules 7 Shifts Worked 4	Non-Critical Exceptions 1 Actual 28:08 Scheduled 60:00 Diff -31:52 Schedules 9 Shifts Worked 4	Actual 21:25 Scheduled 60:30 Diff -39:04 Schedules 10 Shifts Worked 3	Actual 0:00 Scheduled 61:00 Diff -61:00 Schedules 10	Leave Requests 1 Schedules 13 Shifts Worked 3 Working Now 0 Today's Absences 7		

PAYROLL MONITOR

The *Payroll Monitor* is designed to summarize and display crucial statistics relating to all employees. In a multi-user environment, supervisors can be monitored for accuracy and participation in their involvement with the payroll process. It is divided into three columns, Payroll, Scheduling, and H.R. The Payroll column displays information about the Previous and Current payroll periods. This information is vital to preparing your payroll data. It displays general numbers about your payroll as well as indicates any outstanding issues that would prevent you from closing payroll. The Scheduling column displays summary information about how your employees are scheduled for the current and following week. The H.R. column displays the number of employees currently active in the system as well as the number of employees in various status types.

Payroll		Scheduling		H.R.	
Default		This Week		Usage	
Employees	35	Begins	Sun Feb-17 13	Active Employees	35
Previous Period		Ends	Sat Feb-23 13	Hourly Status Types	
Begins	Sun Feb-10 13	Employees Scheduled	14	Full Time	34
Ends	Sat Feb-16 13	Employees Scheduled Off	1	Part Time	1
Posts in 1 day(s).	Wed Feb-20 13	Employees Without Schedules	21	Active Conditions	
Issues	1, 1 critical	Next Week		Normal	35
Hours	72:00	Begins	Sun Feb-24 13	Probation	0
Dollars	1040.0000	Ends	Sat Mar-02 13	Training	0
Status	Please Repair!	Employees Scheduled	14		
Current Period		Employees Scheduled Off	1		
Begins	Sun Feb-17 13	Employees Without Schedules	21		
Ends	Sat Feb-23 13				
Issues	0, 0 critical				
Hours	8:00				
Dollars	96.0000				
Status	Ready				

Clicking on Issues drills into that payroll that was due on Tue Feb 19th. It will show you a list of users with employees assigned to them that have issues impacting payroll. You can now see that user *Training HR User* still has issues that need to be resolved in order to close payroll. You will also see who was done with their edits on time and who was late (the gray bar represents your payroll deadline).

	Sat Feb 16	Sun Feb 17	Mon Feb 18	Tue Feb 19	Wed Feb 20	Thu Feb 21	Fri Feb 22	Sat Feb 23
System Administrators								
Training HR User 1 Issues, 1 Critical								

Clicking on the name of the user displays the employee's Time Cards that needs attention or review. Edits to the Time Card can be made on this screen.

NILES, ERIC M (Rockford, Sales, Days)						
Last Name	First Name	ID	Badge Location		Dep	
NILES	ERIC	1077	1077	300	10	
Date	Schedule		Punches		Hours	
Date	Start	End	In	Out		
Su Feb-10						
Mo Feb-11	8:00a	5:00p	7:55a	5:02p	⌵	8:00
Tu Feb-12	8:00a	5:00p	7:52a	5:05p	⌵	8:00
We Feb-13	8:00a	5:00p	7:59a		⌵	0:00

Once all issues have been addressed *Initiate Close Payroll* can proceed.

Payroll

Default

Employees	558
Previous Period	
Begins	Mon May-19 08
Ends	Sun Jun-01 08
Posted	
Issues	0, 0 critical
Hours	6.50
Dollars	0.0000
Status	Ready

Initiate Close Payroll

Further steps will be provided directly to Payroll staff.