

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.