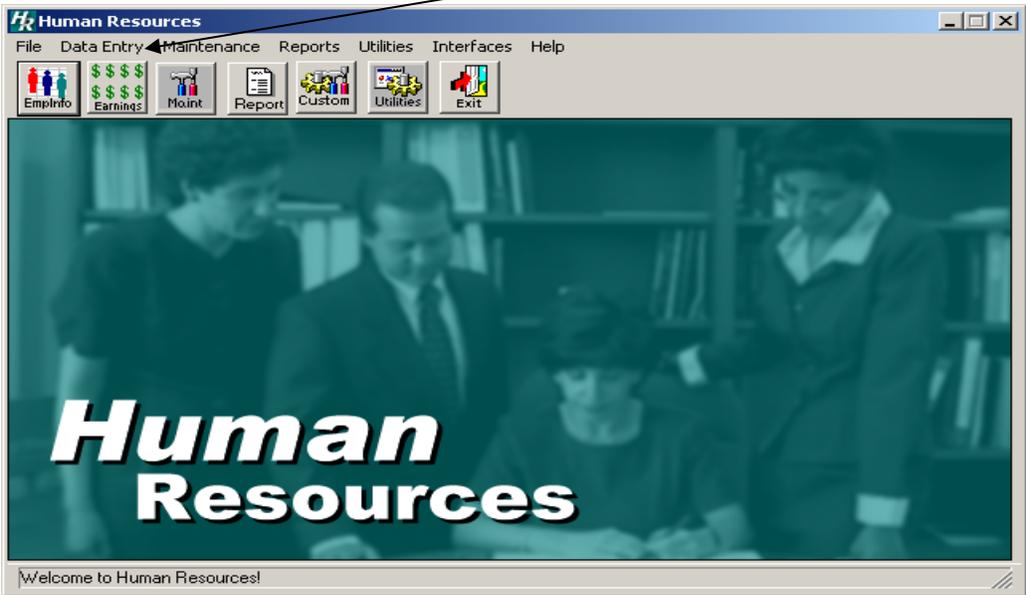


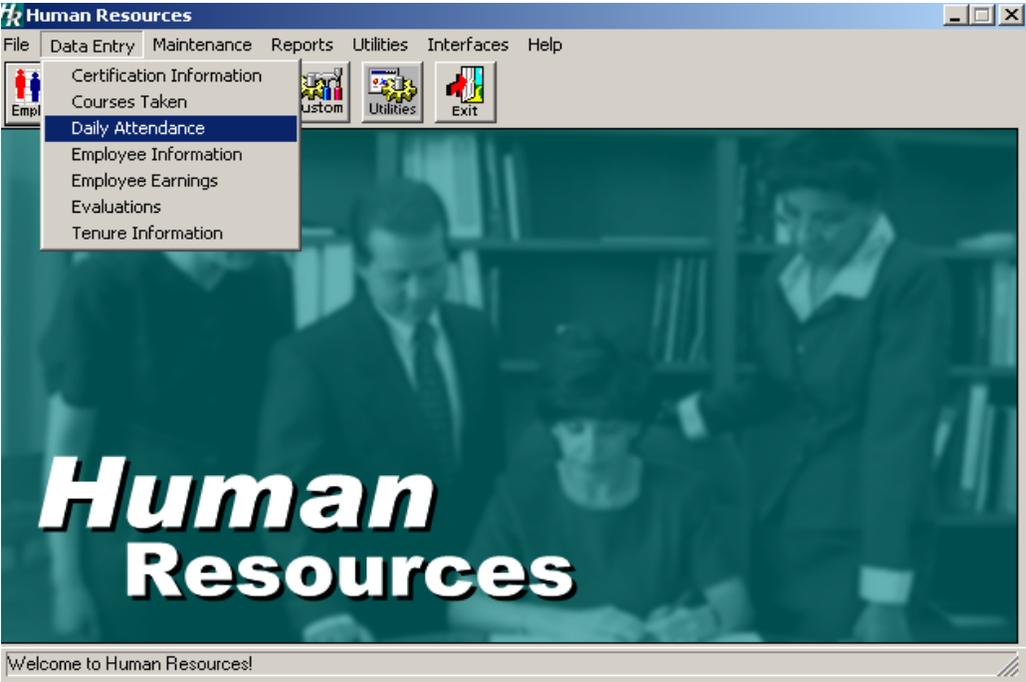
# FM2000 Remote Attendance Entry

Entering Attendance using the Data Entry method.

At the Human Resources Main Menu select Data Entry.



From the drop down menu, select Daily Attendance.



## FM2000 Remote Attendance Entry

The following window appears showing attendance recorded for all employees in the date range of the current calendar month. **The employees viewed and/or added into this window will be limited for each user to those employees within the building range assigned for that user.**

The screenshot shows the 'Daily Attendance' window. On the left is a table with columns: Emp #, Name, Emp-type, Date, Code, and Unit. It contains three rows of data for employee 1148. Below the table are controls for 'DATE RANGE' (12/01/01 - 12/31/01) and 'SORT' (Name selected). On the right is a form for adding a new record with fields for Employee (1148), Emp Type (CUST), Building (HG1), Date (12/28/01), Units (1.000), Code (s), Type (Unit Taken), Reason (SICK), and Substitute (0). At the bottom are buttons: Next, Prev, First, Last, Queries, Update, Reset, Add, Delete, Cancel, Transfer, and Exit. An arrow points from the 'Add' button to the text below.

To add new attendance detail for an employee select the add button.

The area to the right of the list of employees with attendance opens, and you can add another employee, you may change the date, enter the absent code, reason and substitute (if applicable.)

This screenshot is similar to the first one but includes several red callout boxes with arrows pointing to specific fields:

- Top right:** "If you do not know the employee number, use the look up." (points to Employee field)
- Middle right:** "Use the lookup for the Emp Type and Building." (points to Emp Type and Building fields)
- Middle right:** "Use the look up to select the absence code." (points to Code field)
- Middle right:** "Enter a reason (not required)" (points to Reason field)
- Bottom right:** "Here's where you can use the lookup to enter a Substitute (if applicable)" (points to Substitute field)
- Bottom center:** "Don't forget to Save!" (points to Save button)
- Bottom left:** "You can change the date range if you need to enter, change, or delete attendance for a previous period." (points to DATE RANGE fields)

The 'Add' button is now labeled 'Save'.

## FM2000 Remote Attendance Entry

Once you save the attendance for the employee, the **Save** button becomes an **Update** button, which allows you to edit the entered attendance data.

The **Query** button allows you to view the selected employee's attendance summary.

The screenshot shows the 'Daily Attendance' window with the following data:

Emp #	Name	Emp-type	Date	Code	Unit
1148	WASHINGTON, GEC	CUST	12/28/01	s	1.000
1148	WASHINGTON, GEC	CUST	12/07/01	v	1.000
1148	WASHINGTON, GEC	CUST	12/03/01	s	1.000

Summary Panel Data:

- Employee: 1148 WASHINGTON, GEOFF
- Emp Type: CUST Building: HG1
- Date: 12/28/01 Units: 1.000
- Code: s SICK
- Type: Unit Taken \* TAKEN \*
- Reason: SICK
- Substitute: 0

Buttons: Next, Prev, First, Last, Queries, Update, Reset, Add, Delete, Cancel, Transfer, Exit

This is the summary window. When you are finished viewing, simply select the **Daily Attendance** button and you will be returned to the previous window.

The screenshot shows the summary window for Employee 1148, WASHINGTON, GEORGE:

Employee Type: CUST Sub-Banks:

Absent Code	Prior Balance	Annual	Taken	Available Balance
TOTAL SICK	18.500	0.000	5.000	13.500
TOTAL PERSONAL	3.000	0.000	0.000	3.000
TOTAL VACATION	23.000	0.000	13.000	10.000

Buttons: Daily Attendance

## FM2000 Remote Attendance Entry

Selecting the transfer button brings you to a window, which allows data to be reclassified from one code to another while leaving a full audit trail.

**Daily Attendance**

Emp #	Name	Emp-type	Date	Code	Unit
1148	WASHINGTON, GEO	CUST	12/28/01	s	1.000
1148	WASHINGTON, GEO	CUST	12/07/01	v	1.000
1148	WASHINGTON, GEO	CUST	12/03/01	s	1.000

DATE RANGE: 12/01/01 - 12/31/01

SORT:  Name  Number

Employee: 1148 WASHINGTON, GEO  
 Emp Type: CUST Building: HG1  
 Date: 12/28/01 Units: 1.000  
 Code: s SICK  
 Type: Unit Taken \*TAKEN\*  
 Reason: SICK  
 Substitute: 0

Buttons: Next, Prev, First, Last, Update, Reset, Add, Delete, Cancel, Transfer, Exit

Select with Mouse or Use Up/Down Arrow Keys.

The Attendance Transfer screen appears with the current date automatically. Enter the effective date and press TAB. Enter the new code and press Tab. Enter an absent code. Select the type of attendance and press TAB. Enter a reason (not required) and the appropriate number of units. Save your entry.

**ATTENDANCE TRANSFER**

Date: 12/28/01 New Date: 12/13/01 ← **Current date**

Employee: 1148 WASHINGTON, GEO Units: 1.000

Employee Type: CUST Building: HG1

From Code: s SICK To Code: [ ] ← **Enter the new code; use the lookup to select a code.**

Type: Unit Taken (T) \*TAKEN\*  
 Prior Balance (P)  
 Earned Accrual (E)  
 Unit Taken (T) ← **Choose the type of attendance**

Reason: [ ]

Units: 0.000 ← **Enter the number of units.**

Buttons: Save, Exit

← **Save your entry!**

← **Return to the Daily Attendance window by selecting Exit.**

Please indicate a type.