

FM2000 ATTENDANCE

Attendance may be entered by using the Attendance tab in employee maintenance or by using the data entry method. The following describes attendance using the Attendance tab in Employee Maintenance.

Employee: 1148 WASHINGTON, GEORGE 123-99-4567 CUST

Employee Type: CUST Sub-Banks

Absent Code	Prior Balance	Annual	Taken	Available Balance
TOTAL SICK	18.500	0.000	4.000	14.500
TOTAL PERSONAL	3.000	0.000	0.000	3.000
TOTAL VACATION	23.000	0.000	13.000	10.000

December 2001

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 _S	4	5	6	7 _V	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

12/13/01

The Attendance windows in Human Resources were changed to reflect a modified calendar. The current calendar date is highlighted in blue. The calendar reflects any attendance events by showing the event abbreviation (S – Sick, V – Vacation) in the lower right-hand corner of the calendar date.

The employee banner reflects the sort option selected on the Employee folder. In the sample window above, the employee name is highlighted in yellow, indicating that the sorting option selected on the Employee folder is by Employee Name.

The Employee Type drop-down contains the employee’s default information from the Employee Information window and absent bank information, if it exists. If an employee has more than one appointment and there are no existing absent banks for specific appointments, those appointments will not display in the drop-down until absent information is added.

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To add an absent record, double click on the appropriate calendar day.

Employee: 1148 WASHINGTON, GEORGE 123-99-4567 CUST

Employee Type: CUST Sub-Banks

Absent Code	Prior Balance	Annual	Taken	Available Balance
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12/13/01 ◀ ▶ 12/13/01

Double click on the date you wish to add attendance for.

The Add New Attendance Detail window will appear. Choose the employee's employee type from the lookup browser to record an absence and thereby create the employee type bank. Enter the absent code; you may use the lookup to choose the type of absent.

Employee: 1148 WASHINGTON, GEORGE

Emp Type: CUST Building: HG1

Date: 12/28/01 Units: 1.000

Code: Type: Unit Taken *TAKEN*

Reason:

Substitute: 0

Choose employee type if applicable

Use the lookup to choose the absent code

You may enter a reason here

If this were a teacher, we add the substitute here. Use the drop down to select a substitute's name

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The screenshot shows a dialog box titled "Add New Attendance Detail" with the following fields and values:

- Employee: 1148 WASHINGTON, GEORGE
- Emp Type: CUST
- Building: HG1
- Date: 12/28/01
- Units: 1.000
- Code: (empty)
- Type: Unit Taken
- Reason: (dropdown menu open showing: Prior Balance, Earned Accrual, Unit Taken)
- Substitute: Unit Taken

The dialog also features "OK" and "Cancel" buttons at the bottom, and a status bar at the very bottom that reads "Please indicate a type." A red rectangular box is drawn around the Reason dropdown menu, and a black arrow points from the text box on the right to the "Prior Balance" option.

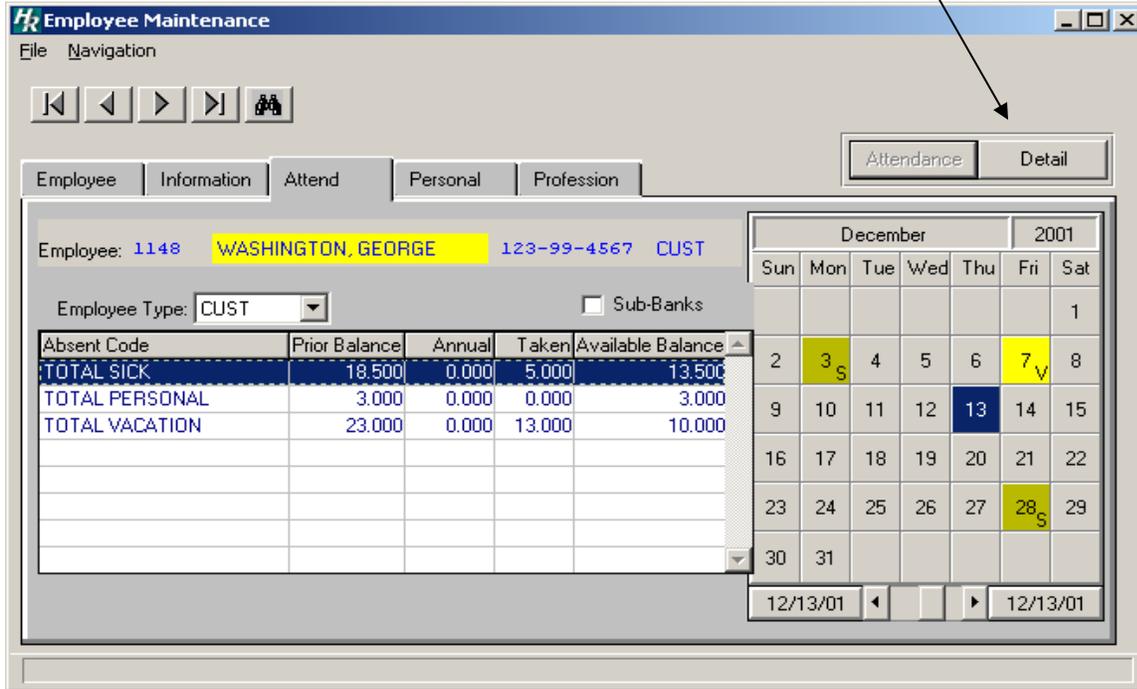
If you are recording an absent the type is unit.

If you are entering a prior balance by individual employee (you did not use the rollover routine) you would choose Prior Balance, and the second choice is Earned Accrual. These two choices will add the days specified to the employee's bank of days.

The default employee type above is the employee type selected from the drop-down on the Calendar window. The lookup button for the Emp Type field on the above window displays all appointments for the employee. Select the appropriate employee type for which you wish to add an absence taken or accrual record. The default date above is the calendar date selected. You may change the date as needed.

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All attendance events can be displayed by selecting the Detail button.



The Employee Type drop-down contains the employee's default information from the Employee Information window and absent bank information, if it exists. **NOTE:** If an employee has more than one appointment and there is no existing absent banks for specific appointments, those appointments will not display in the drop-down until absent information is added through either the Calendar or the Daily Attendance Data Entry function.

