



INFORMATION MARKETING GROUP (IMG)
IMPROVING K-12 EDUCATION THROUGH SOFTWARE

iStaff

Attendance

iStaff Attendance

Enter Staff Attendance

This menu option is used to take Daily Attendance. Attendance can be taken by building Secretaries, building Administrator or by District HR Administrators.

- ⇒ Search for Staff using the **Employee ID, Last Name, Building** and **Department**
- ⇒ Select the **Date**. A warning sign  will appear to warn you that you have changed the date to a day that does not equal today.

» EMPLOYEE FILTERS

Employee ID:

Last Name:

Building:
Bldg 123
Bldg 21

Department:
Alliance
Art

Date:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

» EMPLOYEE ATTENDANCE

Emp ID	Name	Building	Department	Attendance Code	Note
910414	Aaron, Mary	Bldg 107045	English	<input type="text" value="Absent Sick Day (Sick - 1.00)"/>	<input type="text" value="Mr Jones"/>
1602	Aiello, Joanne	Bldg 107045	Admin	<input type="text" value="Present"/>	<input type="text"/>

- ⇒ The default for all staff will be Present. Change those who are not present to the correct Attendance code for the day.
- ⇒ Select an **Attendance Code**
- ⇒ Enter a **Note** if needed. (Notes can be used to track the substitute who is taking over for the teacher)
- ⇒ Click the button to submit the Daily Attendance.

Reports iStaff Attendance

<Attendance Analysis> Report

The Attendance Analysis report lists staff members who were absent on a given day of the week.

Selection Criteria: Print Details/Summary, Start Date, End Date, Day of the Week, From Employee Name, to Employee Name, From Employee ID#, To Employee ID#, Job Type, Building Code, Department Code, Attendance Code, Leave Type.

Sorted By: Name, Date, Day of the Week, Attendance Description, Leave Type.

Output:

Emp ID Value	Name Type	Date	Attendance Desc
910414 1.00	Aaron, Mary Other	01/03/05 Mon	Absent Other
910414 1.00	Aaron, Mary Sick	05/09/05 Mon	Absent Sick Day
1602 1.00	Aiello, Joanne Prof	01/24/05 Mon	Absent Professional Day
910274 1.00 0.50	Alves, Nina Sick Vacation	02/21/05 Mon	Absent Sick Day
Subtotal of:		Mon	
Subtotal Count:		30	
Subtotal Time Off:		22.75	

<Employee Attendance> Report

The Employee Attendance report lists the current balances for the staff person's Sick, Personal, Vacation, Professional and Other Absent days.

Selection Criteria: From Employee Name, To Employee Name, From Employee ID #, To Employee ID #, Building Code, Employee Status.

Sorted By: None

Output:

Emp ID	Name	Sick	Personal	Vacation	Profession	Other
1553	Aaron, Mary	Last Carry Over 12/01/05				
Teacher -	Carry Over Days	23.98	28.34	42.45	27.56	22.17
English	Curr Earned Days	0.00	0.00	0.00	0.00	0.00
Bldg 107045	Used YTD Days	0.50	0.00	0.50	0.00	0.00
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	Remaining Days	23.48	28.34	41.95	27.56	22.17

<Time Off> Report

The Time Off Report lists the days that a staff person has taken off and the balances of Sick, Personal, Vacation, Professional and Other Absent days.

Selection Criteria: Print Details/Summary, From Employee Name, to Employee Name, From Employee ID#, To Employee ID#, Job Type, Building, Department, Start date, End Date, List Other Breakdown YES/NO.

Sorted By: Leave Type, Date

Output:

Emp ID	Name	Sick	Personal	Vacation
Profession	Other			
910414	Aaron, Mary	Last Carry Over	12/01/05	
Department	Carry Over Days	23.98	28.34	42.45
27.56	22.17			
English	Earned Days	0.00	0.00	0.00
0.00	0.00			
Bldg 107045	Spent Days	0.50	0.00	0.50
0.00	0.00			

	Balance Days	23.48	28.34	41.95
27.56	22.17			
Spent -	12/18/2005	0.25	Sick - Absent 2 hr morning Sick	
Spent -	04/27/2007	0.25	Sick - Absent 2 hr morning Sick	
Spent -	12/10/2005	0.50	Vacation - Absent afternoon	
Vacation				

Look up iStaff Attendance

This menu option is used to see a list of staff who were absent on a given day. You can search by Building or see the District list.

⇒ Select a **Date** to view

>> ATTENDANCE FILTERS

April 2007

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

April | 27 | 2007

All Buildings

▶ SUBMIT

>> ATTENDANCE LIST

Emp ID	Name	Building	Department	Day	Description	Type	Fraction	Notes
1553	Aaron, Mary	Bldg 107045	English	Fri	Absent 2 hr morning Sick		0.25	

Maintenance iStaff Attendance

The Menu option is sued to Add, Edit or Delete Staff Attendance Codes.

>> HRS ATTENDANCE CODE MAINTENANCE

Delete	Code	Description	Leave Type	Description
Check All Clear All				
<input type="checkbox"/>	AbPMF	Absent afternoon Professional	Prof	.5
<input type="checkbox"/>	AbsS	Absent Sick Day	Sick	1
<input type="checkbox"/>	AbsV	Absent Vacation	Vacation	1
<input type="checkbox"/>	AbsO	Absent Other	Other	1
<input type="checkbox"/>	AbAMP	Absent morning Personal	Other	.5
<input type="checkbox"/>	AbAMV	Absent morning Vacation	Vacation	.5
<input type="checkbox"/>	AbAMF	Absent morning Professional	Prof	.5

- ⇒ Enter a **Code**. This code is used in reports and should be short abbreviations of the code description.
- ⇒ Enter a **Code Description**
- ⇒ Select a **Leave Type**. (This list is controlled by IMG and used in the configuration of balances for Sick, Vacation, Personal, Professional and Other Absence Day.
- ⇒ Enter a **Description**. This field is a numeric field to indicate the number of time that should be subtracted from the balances of Sick, Vacation, Professional, Personal and Other Absence Day. Examples: 1 for whole day, .75 for $\frac{3}{4}$ day, .5 for $\frac{1}{2}$ day and .25 for quarter day.