

# **Payroll System Documentation**

## **Employee Attendance System**

**The following screens are found in the Employee Attendance Systems Manual:**

1. Overview
2. DATT – Define Attendance
3. EATT – Employee Attendance
4. RATT – Record Attendance
5. MNTH – Month Attendance
6. INCR – Attendance Increment Process

# Payroll System Documentation

## An Overview

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In addition to the screens used in the normal day-to-day payroll operations, the payroll system has also automated the employee attendance process. Using employee time cards as source documents, this process will record the hours and/or days the employee was absent, the reason the employee did not work, and if the employee was paid for the leave.

Each district has the ability to define the types of leave available, including the specific criteria for each leave. For example, one type of leave may be tracked on an hourly basis, while another is on a daily basis. This type of specification is controlled by the district and can be different for each type of leave (see instructions for the Define Attendance Screen (DATT), in System 5 for other specifications).

When the leave amount and type is entered, the system will check the employee's record to determine if the employee is entitled to the leave, if he has exceeded the maximum amount of time for the leave, or if he has any remaining time left for that type of leave. If the system determines the employee's gross pay should be reduced for the leave, it will indicate this to the attendance clerk, and if the employee is paid contractually, will compute the amount to be docked and update the primary contract. If the employee is paid hourly or daily, the payroll clerk will reduce the number of hours or days to be paid and key the reduced amount on the HOUR or DAYS screen as normal.

If the system determines the employee is not to be paid for the leave, the attendance clerk has the ability of overriding the deduction. As always, the attendance and/or payroll clerk has final control on who and how much is to be paid.

As an audit trail, it is possible to get a listing of the employees and the amounts that have been determined as being no-pay leaves. This list will be very helpful when balancing the gross pay.

This attendance system can also be used to keep track of the days substitute teachers work. By entering a group code of SUB for the employee, the attendance clerk can enter the hours/days the employee has worked for the district. If it is necessary to know where the employee worked, the user can set up leave codes for each teaching site and key these as would normally be done to record an employee's absence. However, since this employee has been coded as a SUB, the system knows these are days worked and not days absent.

Many reports are available from this system including verification notices and leave balance reports.

The security system for the attendance system is designed so that access to employee information can be restricted by the supervisor code defined on the Job History (JOBH) screen. This allows building level staff access to read and/or write attendance information for their employees only.

# Payroll System Documentation

## DATT ● Define Attendance

```
PM480          P A Y R O L L   S Y S T E M          Date 8/06/01
District 99050 Attendance Definition              Time 09:18:26
Function _____

                Group Code -> ASQ
                Group Name -> ADM,SUPP,OTHER
                Leave Type -> BE
                Leave Name -> BLDG/EMERG,_____
                Accum Code -> H HOURLY

                Increment Code -> _
                Increment Date -> _/___
                Cutoff Date -> _/___

                Maximum Carry-over -> _____
                Maximum Saved -> _____
                Maximum Taken -> _____

                Deduct From -> ___
                Add To -> ___

F1=Help   F2=Update   F3=Exit   F4=Add   F11=Delete   F12=Cancel
PageDown=Next Record   PageUp=Previous Record
```

The Attendance Definition Screen is used to add, delete, or change leave information.

### **Function Keys:**

F1 = Help

F2 = Update

F3 = Exit

F4 = Add

F11 = Delete

F12 = Cancel

PageDown = Next record

PageUp = Previous record

# Payroll System Documentation

## DATT ● Define Attendance

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### **Explanation of Fields:**

#### **Group Code**

This is the three-character code used to identify a group of employees covered by the same attendance rules. This is a required field.

#### **Group Name**

This is the description for the group code. This name will be printed on many of the reports. If the group code has already been entered, it is not necessary to enter this name again.

#### **Leave Type**

This is the two-character code for the type of leave. Listed below are codes already in the system. These codes **CANNOT** be entered on this screen.

WC = Worker's Compensation

UL = Unpaid Leave

SB = School Break Day

AL = Adoptive Leave

JD = Jury Duty

DL = Disability Leave

HO = Holiday

LO = Layoff

ML = Maternity Leave

SD = Snow Day

#### **Leave Name**

This is the leave description. This **MUST NOT** be blank.

#### **Accum Code**

This indicates how the leave will be accumulated.

#### **Valid Values:**

D = Daily

H = Hourly

#### **Increment Code**

This indicates when the increment process should occur.

#### **Valid Values:**

M = Monthly

A = Employee's Anniversary

C = January 1<sup>st</sup>

O = Other

F = July 1<sup>st</sup>

Blank = Leave is not incremented

#### **Increment Date**

This is used when the Increment Code is 'O'. It specifies the date when the increment process should occur.

# Payroll System Documentation

## DATT ● Define Attendance

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### **Cutoff Date**

This is the cut-off date for leave carryovers. As of this date, the employee's balance cannot be greater than the maximum saved. If this is left blank, the system assumes the increment date is the cut-off.

### **Maximum Carryover**

This is the maximum number of days or hours that can be carried over from one fiscal year to the next.

#### **Valid Values:**

Any numeric value      INC = Increment value      INC2 = Twice the increment value

### **Maximum Saved**

This is the maximum number of days or hours an employee can accumulate for this type of leave. If this is left blank, the system assumes there is no maximum.

#### **Valid Values:**

Any numeric value      INC = Increment value      INC2 = Twice the increment value

### **Maximum Taken**

This is the maximum number of days or hours an employee may take of this type of leave during the fiscal year. If this is left blank, the system assumes there is no maximum.

#### **Valid Values:**

Any numeric value      INC = Increment value      INC2 = Twice the increment value

### **Deduct From**

This is the two-character code that identifies the leave type this leave is to be deducted from (e.g., funeral leave is deducted from sick leave).

#### **Valid Vales:**

Any leave defined in the attendance system

### **Add To**

This is the two-character code that identifies the leave type any carry-over is to be added to during the increment process (e.g., personal leave is added to sick leave).

#### **Valid Vales:**

Any leave defined in the attendance system



# Payroll System Documentation

## EATT ● Employee Attendance

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### ***Explanation of Fields:***

#### **Group**

This identifies the attendance group the employee is in.

#### ***Valid values:***

Any group defined on the Attendance Definition Screen (DATT) in System 5

#### **Type**

This indicates the type of leave the employee has.

#### ***Valid Values:***

Any leave type defined on the Attendance Definition Screen (DATT) in System 5

#### **Leave Name**

This is the leave description. This cannot be changed on this screen. Any changes must be entered on the Attendance Definition Screen (DATT) in System 5.

#### **Beg Bal**

This is the amount of leave the employee has accumulated as of July 1.

#### **Increment**

This is the amount that should be added to the leave balance during the increment process.

#### **Yrly Cap**

This is the maximum amount of leave the employee can receive during the year. It is used for those employees whose leaves are incremented monthly, but the employee is not entitled to a full years credit (e.g., a ten-month employee who receives one sick day per month, but only for ten months [10 days])

# Payroll System Documentation

## RATT ● Record Attendance

```
PM500          P A Y R O L L   S Y S T E M          Date 8/06/01
District 99050 Employee Attendance For 01/02       Time 09:19:37
Function _____ Building - 1100   Group - AS0
Soc Sec # --> 123-45-6789 Name (L,F,MI) --> DOE JANE K
Hours / Day > 8.00   Days / Year ----> 260.00

                JULY                AUGUST
01 _____ 17 _____ 01 _____ 17 _____
02 _____ 18 _____ 02 _____ 18 _____
03 _____ 19 _____ 03 _____ 19 _____
04 _____ 20 _____ 04 _____ 20 _____
05 .50V0 .50V0 21 _____ 05 _____ 21 _____
06 .50V0 .50V0 22 _____ 06 _____ 22 _____
07 _____ 23 _____ 07 _____ 23 _____
08 _____ 24 _____ 08 _____ 24 _____
09 _____ 25 _____ 09 _____ 25 _____
10 _____ 26 _____ 10 _____ 26 _____
11 _____ 27 _____ 11 _____ 27 _____
12 _____ 28 _____ 12 _____ 28 _____
13 _____ 29 _____ 13 _____ 29 _____
14 _____ 30 _____ 14 _____ 30 _____
15 _____ 31 _____ 15 _____ 31 _____
16 _____ _____ 16 _____ _____

F1=Help  F2=Update  F3=Exit  F12=Cancel  PageDown=Next  PageUp=Previous
```

The Record Attendance Screen is used to record employee daily attendance.

### **Function Keys:**

F1 = Help  
F2 = Update  
F3 = Exit  
F12 = Cancel  
PageDown = Next record  
PageUp = Previous record

### **Available Functions:**

PRNT = Prints attendance history for employee  
LIST = Prints listing of "no pays" for current payroll run

# Payroll System Documentation

## RATT ● Record Attendance

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### *Explanation of Fields:*

#### **Group**

This identifies the attendance group the employee is in. It cannot be changed on this screen, but must be changed on the Employee Attendance Screen (EATT).

#### **Year**

This is the fiscal year to which this attendance history refers. Two years of attendance information are available on-line. To change years, key the desired year and press ENTER.

#### **Soc Sec #**

This is the employee's social security number. It cannot be changed on this screen, but can only be changed on the Employee Information Screen (EMPL).

#### **Name**

This is the employee name in last name, first name, and middle initial format. It cannot be changed on this screen, but can only be changed on the Employee Information Screen (EMPL).

#### **Hours/Day**

This is the number of hours per day the employee is working as entered on the Employee Information Screen (EMPL). It cannot be changed on this screen.

#### **Days/Year**

This is the number of days per year the employee is working as entered on the Employee Information Screen (EMPL). It cannot be changed on this screen.

#### **Months**

These are the two months of employee attendance data that are being displayed. To display different months, key the name of the month desired over the first month displayed and press ENTER.

# Payroll System Documentation

## RATT ● Record Attendance

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### **Attendance Fields**

Each day is split into two fields. The first specifies the morning and the second specifies the afternoon. This enables the user to specify what portion of the day an employee is absent (or works, in the case of a substitute) for more accurate record keeping.

Each attendance field is actually three pieces of information and it is critical that each piece of information be keyed in the proper position. To the attendance program, the field looks like this:

Where:           A.AALLN  
                  A.AA       is the leave amount  
                  LL        is the leave type code  
                  N         is the no pay code

### **Leave Amount**

This is the amount of time the employee was absent during the day. The system knows whether this amount represents hours or days based on the information on the Attendance Definition Screen (DATT) in System 5.

### **Leave Type**

This is the two-character code that specifies the type of leave the employee is taking.

#### ***Valid values:***

Any leave type defined on the Attendance Definition Screen (DATT) in System 5 for the employees group

### **No Pay Code**

This indicates if the employee is paid for the leave. When F2 is pressed the attendance system will check the employee's current leave balance and determine if he should be docked for the leave. If the employee should be docked, the letter P or N will be positioned in the No Pay Code field and an absence is automatically generated for a contracted employee. It is possible to override the No Pay Code by typing over the current pay code with another valid code.

#### ***Valid Values:***

N = Not Paid

P = Partially paid

R = Employee was docked and later reimbursed

Blank = Employee was paid for the leave

# Payroll System Documentation

## MNTH ● Month Attendance

```
PM510          P A Y R O L L   S Y S T E M          Date 8/06/01
District 99050 Employee Attendance For 01/02      Time 09:20:28
Function _____ Group - AS0

Soc Sec # --> 123-45-6789 Name (L,F,MI) --> DOE _____ JANE _____ K
VQ VACATION/OTHER

      July      August      September      October      November      December
Beg      .00      2.00-      2.00-      2.00-      2.00-      2.00-
Ern      .00      .00      .00      .00      .00      .00
Tkn      2.00      .00      .00      .00      .00      .00
Adj      .00      .00      .00      .00      .00      .00
End      2.00-      2.00-      2.00-      2.00-      2.00-      2.00-

      January      February      March      April      May      June
Beg      2.00-      2.00-      2.00-      2.00-      2.00-      2.00-
Ern      .00      .00      .00      .00      .00      .00
Tkn      .00      .00      .00      .00      .00      .00
Adj      .00      .00      .00      .00      .00      .00
End      2.00-      2.00-      2.00-      2.00-      2.00-      2.00-

F1=Help      F2=Update      F3=Exit      F12=Cancel
PageDown=Next      PageUp=Previous
```

This screen shows the monthly totals for each of the employees' leaves and is used to update these totals with any adjustments necessary. To see the next leave type, press ENTER.

### **Function Keys:**

F1 = Help

F2 = Update

F3 = Exit

F12 = Cancel

PageDown = Next record

PageUp = Previous record

# Payroll System Documentation

## MNTH ● Month Attendance

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### ***Explanation of Fields:***

#### **Group**

This identifies the attendance group the employee is in. It can only be updated on the Employee Attendance Screen (EATT).

#### **Year**

This is the fiscal year this attendance history refers to. Two years of attendance history are kept on-line. To change years, key the desired fiscal year and press ENTER.

#### **Leave Type**

This is the two-character leave type code. To see a specific leave for an employee, enter the appropriate leave code and press ENTER.

#### **Leave Name**

This is the leave description. This cannot be changed on this screen. To change the description, use the Attendance Definition Screen (DATT) in System 5.

#### **Beg**

This is the amount of the leave the employee had at the beginning of the month. This cannot be changed.

#### **Ern**

This is the amount of leave the employee earned during the month. This cannot be changed.

#### **Tkn**

This is the amount of leave the employee has taken during the month. This cannot be changed by the user on this screen. This total is modified by the Record Attendance Screen (RATT).

#### **Adj**

This is used to make any necessary adjustments to the employee's leave balance.

#### **End**

This is the balance of the leave for the month. This amount is calculated based on the amounts in the beginning balance, earned, taken, and adjustment fields.

# Payroll System Documentation

## INCR ● Attendance Increment Process

```
PM520                P A Y R O L L   S Y S T E M                Date 10/31/02
District 99020        Submit Update                          Time 16:02:06
Function _____   Fiscal Year _____

Increment Code --> _   Date --> _____   Month --> __   Group --> ___
Increment Code --> _   Date --> _____   Month --> __   Group --> ___
Increment Code --> _   Date --> _____   Month --> __   Group --> ___
Increment Code --> _   Date --> _____   Month --> __   Group --> ___
Increment Code --> _   Date --> _____   Month --> __   Group --> ___
Increment Code --> _   Date --> _____   Month --> __   Group --> ___
Increment Code --> _   Date --> _____   Month --> __   Group --> ___
Increment Code --> _   Date --> _____   Month --> __   Group --> ___
Increment Code --> _   Date --> _____   Month --> __   Group --> ___

F1=Help      F2=Update      F3=Exit      F12=Cancel

MA  a                MW                03/012
```

This screen is used to submit the job that updates the employees' leave with the appropriate increments.

**Function Keys:**

- F1 = Help
- F2 = Update
- F3 = Exit
- F12 = Cancel

# Payroll System Documentation

## INCR ● Attendance Increment Process

---

### ***Explanation of Fields:***

#### **Fiscal Year**

This is the fiscal year to be updated in YY/YY format.

#### **Increment Code**

This identifies the increment code of the leaves to be increment.

#### **Valid Values:**

M = Monthly

A = Employee's Anniversary

C = January 1

O = Other

F = July 1

#### **Date**

This is the increment date to be used when the increment code is 'O'.

#### **Month**

This is the month of the year this increment is to be applied.

#### **Group**

This is the three-character group code of the attendance group to be incremented, if only updating a specific group.