

# Payroll System Documentation

## Employee Attendance System

### Frequently Asked Questions

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**This section includes answers to the following questions:**

1. How do I Record Employee Attendance?
2. How do I print an Employee's Attendance History?
3. How do I begin using the Attendance System?
4. I've entered my attendance for the current pay period. How do I get a list of those employees that should be docked?
5. How do I add an Attendance Group?
6. How do I add an Attendance Leave Type?
7. How do I Increment Attendance?

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### ***How do I Record Employee Attendance?***

- 1) Display the RATT screen for the employee.
- 2) Enter the days/hours absent for a regular employee (or the days worked for a substitute) and the leave type.
- 3) Press F2 to update.

### ***How do I print an Employee's Attendance History?***

- 1) Display the RATT screen for the employee.
- 2) Type PRNT in the function area.
- 3) Press ENTER. A message will appear indicating that the report is ready to be printed.
- 4) Press ESC.
- 5) Use PageUp/PageDown to find the deduct report in your print queue. The FILE name will be PRXX.HIST where XX will be replaced with your district abbreviation.
- 6) To view the report on the screen, type 5 in the OPT column to the left of the report. To print the report on your printer, type 6 in the OPT column.
- 7) Press ENTER.

### ***How do I begin using the Attendance System?***

- 1) Display the DATT screen in System 5.
- 2) Press F4.
- 3) Enter the information for the leave type and attendance group.
- 4) Press ENTER.
- 5) Repeat steps 2 through 4 until all the leave types and attendance groups have been defined.

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- 6) Display the EATT screen for an employee.
- 7) Enter the attendance group for the employee and the leave types, beginning balances, and the increment amounts the employee is receiving.
- 8) Press F2.
- 9) Repeat steps 6 through 8 for each employee.

**NOTE:** For substitute employees, the attendance group should be "SUB".

### ***I've entered my attendance for the current pay period. How do I get a list of those employees that should be docked?***

- 1) Display the RATT screen for any employee.
- 2) Type LIST in the function area.
- 3) Press ENTER. A message will appear indicating that the report is ready to be printed.
- 4) Press ESC.
- 5) Use PageUp/PageDown to find the deduct report in your print queue. The FILE name will be PRXX DED where XX will be replaced with your district abbreviation.
- 6) To view the report on the screen, type 5 in the OPT column to the left of the report. To print the report on your printer, type 6 in the OPT column.
- 7) Press ENTER.

### ***How do I add an Attendance Group?***

- 1) Display the DATT screen.
- 2) Press F4.
- 3) Enter the attendance group code, name, and other appropriate information.
- 4) Press ENTER.

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- 5) Repeat steps 2 through 4 for each leave type.
- 6) Display the EATT screen for an employee in the new attendance group.
- 7) Enter the attendance group code.
- 8) Enter and/or change the leave information, as necessary.
- 9) Press F2.
- 10) Repeat steps 6 through 9 for each employee in the group.

### ***How do I add an Attendance Leave Type?***

- 1) Display the DATT screen.
- 2) Press F4.
- 3) Enter the attendance group code, name, leave type, and other information as necessary.
- 4) Press ENTER.
- 5) Repeat steps 2 through 4 for each attendance group receiving the new leave type.
- 6) If the leave is to be incremented:
  - a) Display the EATT for an employee receiving the new leave.
  - b) Enter the leave type, beginning balance, and increment.
  - c) Press F2.
  - d) Repeat steps a) through c) for each employee receiving the leave.

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### ***How do I Increment Attendance?***

- 1) Display the INCR screen.
- 2) Type the increment code of the leave types to be incremented in the appropriate area.
- 3) For the increment code O (Other), the date of the increment must be entered.
- 4) For all increment codes **except** F, the month that the leave is being earned must be entered in the MONTH field.
- 5) If incrementing a specific group(s), key the group code. If all employees with the specified increment code are to be updated, leave this field blank.
- 6) Press F2.