



# 5.0 User Guide

## C/S Attendance Manager



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# Attendance Manager

The Attendance Manager allows users to track time off or earned time for employees.

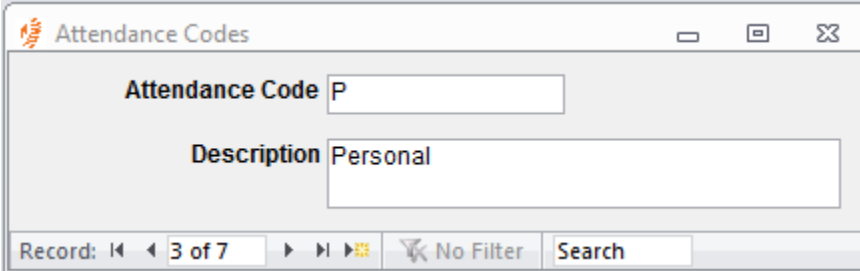
The screenshot displays the 'Attendance Manager' interface within the 'Teamworks Classic Main Switchboard'. On the left is a vertical sidebar with buttons for: Assets, Attendance (highlighted with a blue border), Codes, Employees and Vendors, Event Scheduler, Inventory, Keys Manager, Preventive Maintenance, Utility Tracking, Vehicle Fuel Tracking, Work Orders, and Administrator. The main content area is titled 'Attendance Manager' and is divided into two columns: 'Forms' and 'Reports'. Under 'Forms', there are links for 'Attendance Main' and 'Attendance Codes'. Under 'Reports', there are links for 'General Attendance Report', 'Detailed Attendance Report', 'Attendance Codes Report', and 'Employee Productivity Report'. At the bottom of the window, it shows 'Connected To Server: NIKE\SQL2005', 'Database: Nsyracuse', a link to 'Email TeamWORKS Support', and the date 'Today is Thursday, September 01, 2011'.

# Forms

## Attendance Codes

In order to track time, codes must be set up for each type of leave you want to track. Examples of Attendance Codes are Sick Leave, Personal Leave, Jury Duty, etc.

*Note: when entering records for attendance for employees who take consecutive days off, we recommend creating a record for EACH day taken so reporting will be more accurate. Example: Employee X takes 3 days off from March 1 – 3, a separate entry should be created for March 1 - 8 hours, March 2 – 8 hours and March 3 – 8 hours.*



The screenshot shows a window titled "Attendance Codes" with a light gray background. It contains two text input fields. The first field is labeled "Attendance Code" and contains the letter "P". The second field is labeled "Description" and contains the word "Personal". Below the input fields is a navigation bar with the text "Record: 3 of 7", a "No Filter" button, and a "Search" button. The window has standard OS window controls (minimize, maximize, close) in the top right corner.

**Attendance Code** – Enter a code for the given type of attendance

**Description** – enter a description for the attendance type

Use the “Record” buttons at the bottom to navigate through the codes and to create a new code.

## Attendance Main

The Attendance Main form is where the user will track days off or time earned.

**Employees ID** - enter or select the employee for which you are entering attendance information from the Employees ID dropdown box.

**Quick View Show/Hide** – click this button to Show or Hide the quick view of their up-to-date attendance standing

**Name** – system generated field identifying the name of the employee

**Title** – system generated field identifying the title of the employee

**Employee Type** – system generated field identifying the type of employee

**Department** – system generated field identifying the Department of the employee

**Record Date** – enter or click from the calendar button the date for which the employee either earned or took time

**Hours** – enter the value in hours for the time earned or taken. If the employee took consecutive days off, it is recommended you add an entry for EACH 8 hour day.

**Action** – Earned: select earned if you are ADDING time to the employees available time. Taken: select Taken if you are SUBTRACTING time to the employee’s available time

**Attendance Code** – enter the code for the time earned or taken. To add a new code, simply click the link above the field

**Description** – system generated field identifying the description of the Attendance Code selected

**FMLA** – Check if FMLA applies

**Work Comp** – Check if Workman’s Comp applies

**Notes** – area for other information needed

**Config button** – gives user the ability to create preferences while going through all tabs in the Asset Manager Main form such as Default Values, Tab Stops, Required Fields, Disabling Fields and Tab Order.

*NOTE: This option must be allowed from the Administrator/System Configuration Option.*

Field Name	Default Value	TabStop?	Required?	Disabled?	System Required?
Attendance Code		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Action		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance Description		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amount (Hours\Days)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Date Of Record		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Custom Label Config** button – gives the user the ability to create custom labels for the FMLA, Work Comp and Notes fields on the Attendance Tracking form.

Field Name	Custom Label Name
lblAttendanceCustomField1	FMLA
lblAttendanceCustomField2	Work Comp
lblAttendanceCustomField3	Notes:

Closing the form will save all changes.

# Reports

## General Attendance Report

This report lists attendance information for employee(s) selected.

<b>Attendance General Report</b>									
TeamWORKS Solutions, Inc Facility Management Software									
Employee ID	Employee Type	Title	Supervisor	Dept.	Attendance Code	Description	Earned	Taken	Hours Available
15553					VA	Vacation	92	80	12
15553					S	Sick	101.25	66.5	44.75
15553					P	personal	24	23.25	0.75

## Detailed Attendance Report

This report provides detailed attendance information for employee(s) selected.

Detailed Attendance Report										
										TeamWORKS Solutions, Inc Facility Management Software
Employee ID	Type	Supervisor	Department	Date	Attendance Description	Action	Earned	Taken	FMLA	Work Comp
15553				7/1/2004	personal	Earned	24	0	<input type="checkbox"/>	<input type="checkbox"/>
Notes :										
				7/1/2004	Sick	Earned	5.25	0	<input type="checkbox"/>	<input type="checkbox"/>
Notes :										
				7/1/2004	Sick	Earned	96	0	<input type="checkbox"/>	<input type="checkbox"/>
Notes :										
				7/1/2004	Vacation	Earned	12	0	<input type="checkbox"/>	<input type="checkbox"/>



## Attendance Codes Report

Displays attendance codes in the system.

<b>Attendance Codes Report</b>		TeamWORKS Solutions, Inc Facility Management Software
<b>Attendance Code</b>	<b>Attendance Description</b>	
P	personal	
S	Sick	
VA	Vacation	

## Employee Productivity Report

This report allows TeamWORKS System Administrators to view labor costs and hours for employee(s) selected over a given time range.

*NOTE: You must be a TeamWORKS System Administrator in order to view this report*

Employee Productivity Report							DBCC	
							Facilities Services	
Employee Name		Employee ID						
Trade	WO#	Location ID	Date	Labor Type	Project	Hours	Total Labor	
WO Description								
<i>Bishop, John</i>		192786						
CS	51244	WV	2/2/2007	R/T	Deland Tornado - 2/02/2007	9.00	\$90.00	
HELP WITH CLEAN UP AFTER TORNADO								
CS	51244	WV	2/5/2007	R/T	Deland Tornado - 2/02/2007	8.00	\$80.00	
HELP WITH CLEAN UP AFTER TORNADO								
<b>Total Records:</b>			<b>2</b>	<b>Subtotal</b>		<b>17.00</b>	<b>\$170.00</b>	
<b>Grand Total</b>	<b>Total Records:</b>		<b>2</b>			<b>17.00</b>	<b>\$170.00</b>	

Customer Support

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