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.

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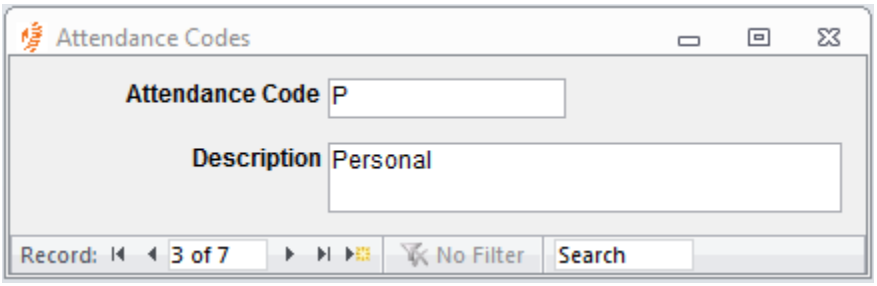
Forms

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.



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.

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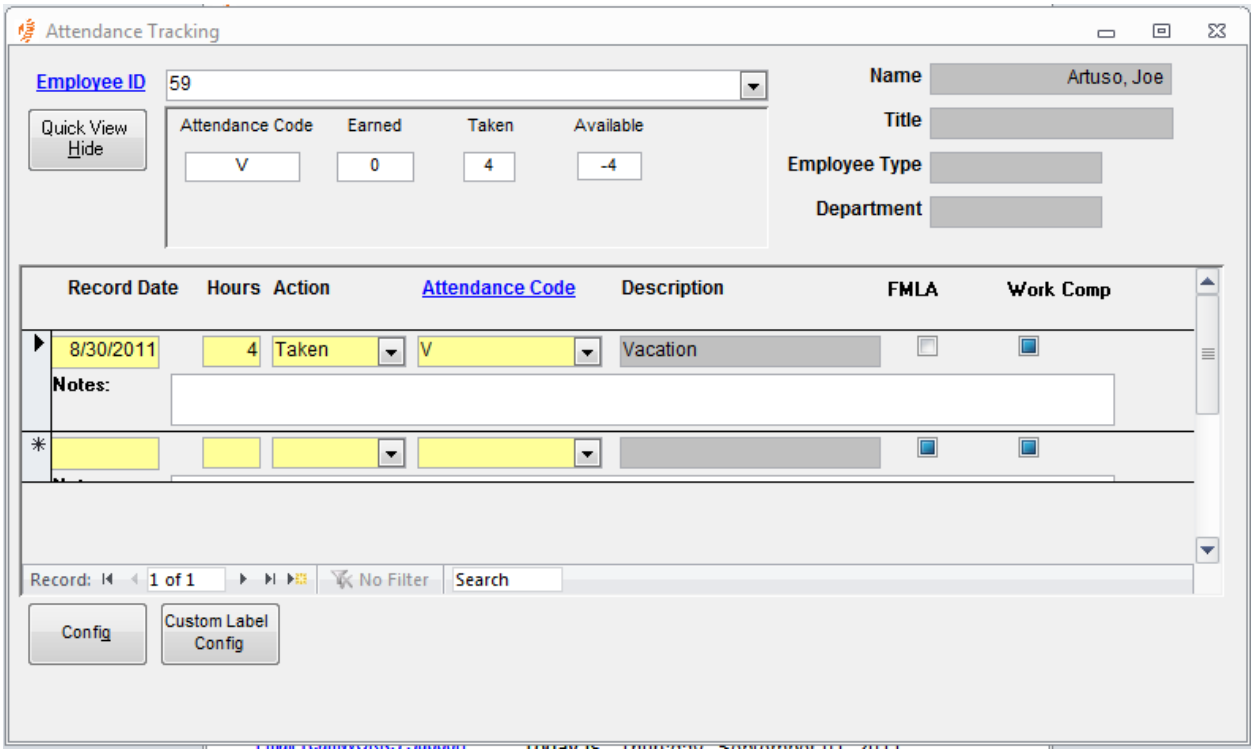
Attendance Main

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

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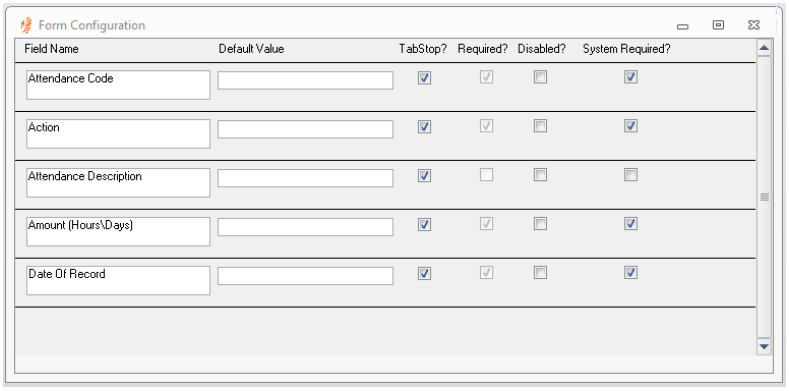
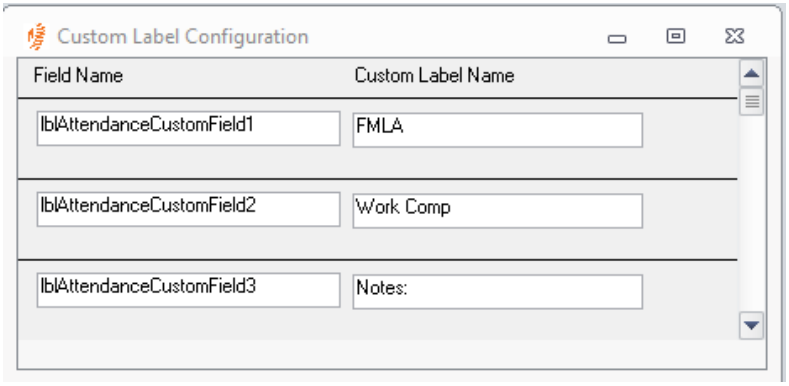
Work Comp – Check if Workman's Comp applies

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.*



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.



Closing the form will save all changes.

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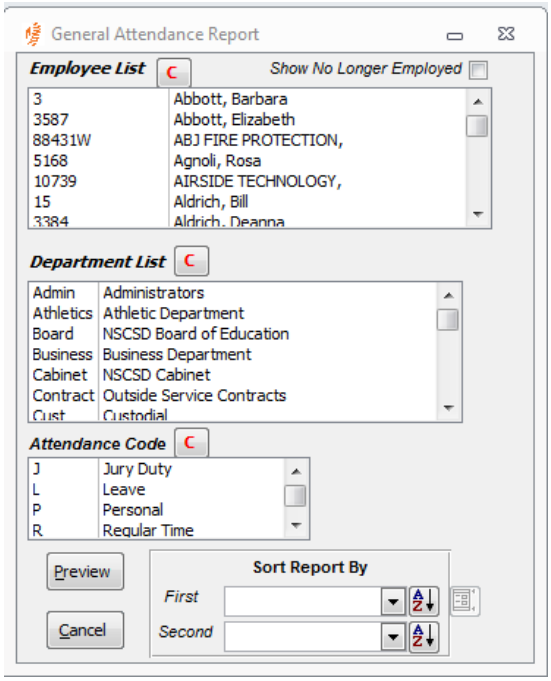
Reports

General Attendance Report

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



Attendance General Report

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	56.5	44.75
15553					P	personal	24	23.25	0.75

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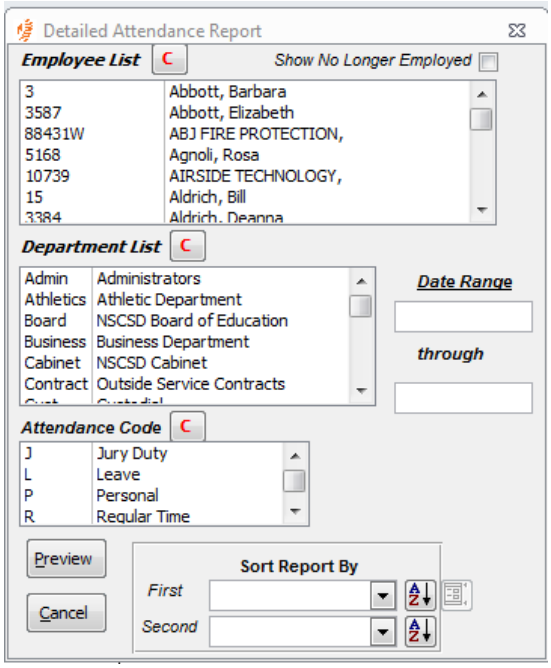
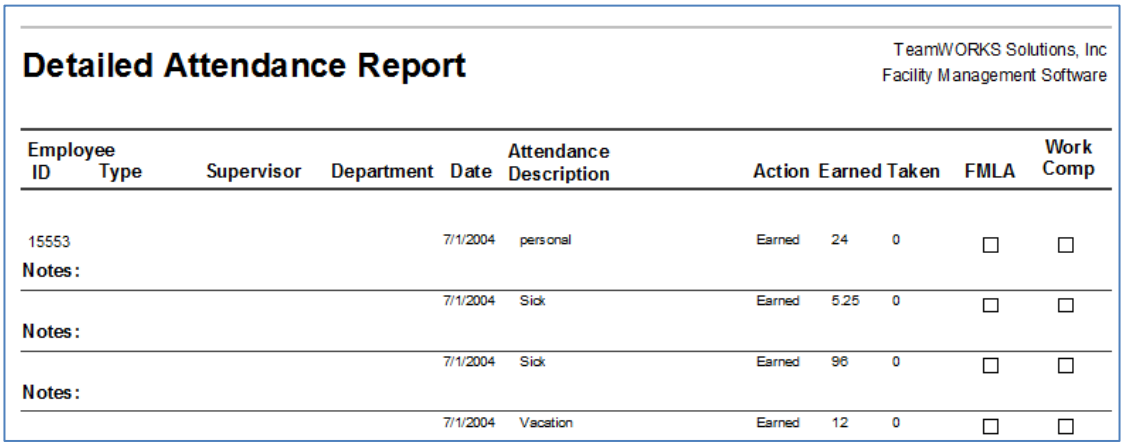
Detailed Attendance Report

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	☐	☐
Notes:										
				7/1/2004	Sick	Earned	5.25	0	☐	☐
Notes:										
				7/1/2004	Sick	Earned	96	0	☐	☐
Notes:										
				7/1/2004	Vacation	Earned	12	0	☐	☐

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Attendance Codes Report

Displays attendance codes in the system.

Attendance Codes Report

TeamWORKS Solutions, Inc
Facility Management Software

Attendance Code	Attendance Description
P	personal
S	Sick
VA	Vacation

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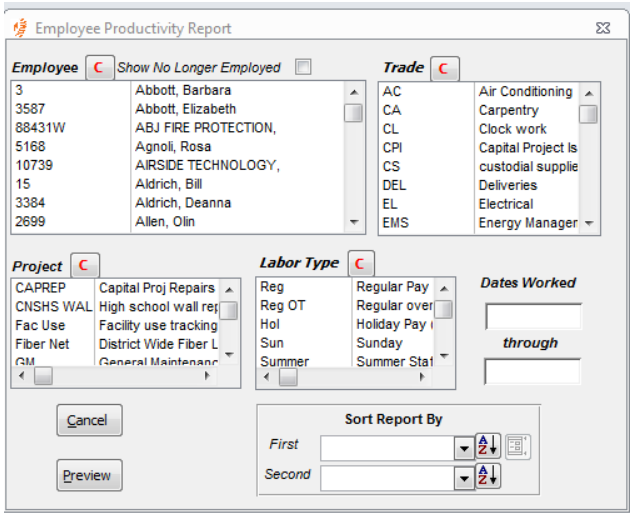
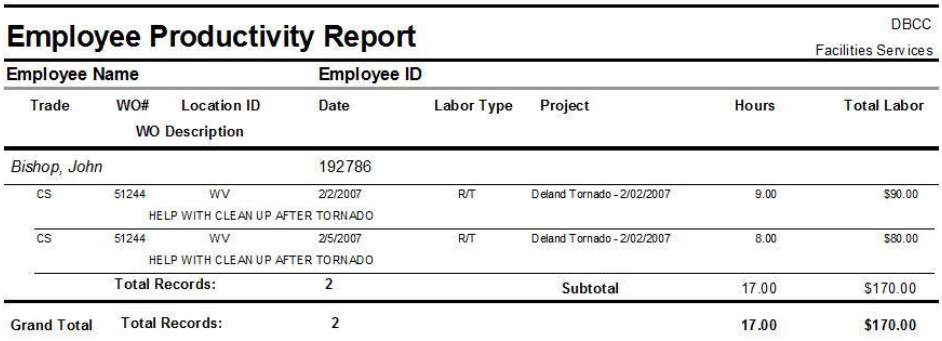
Employee Productivity Report

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						
Bishop, John			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						
	Total Records:		2		Subtotal	17.00	$170.00
Grand Total	Total Records:		2			17.00	$170.00

Customer Support

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