

Appendix A.4

Absence Reports

There are two broad categories of absence reports. An example for each report type is shown in this appendix.

- Basic Reports
- Summary Report

Basic Reports

You can generate the following types of basic reports:

- Absence 1 Line Report - By Code, Employee and Date
- Absence 1 Line Report - By Date, Code and Employee
- Absence 1 Line Report - By Employee, Date and Code
- Absences Listed By Employee

Absence 1 Line Report - By Code, Employee and Date

User Can Change Sort Order – No

DEER VALLEY UNIFIED SCHOOL DIST						
Employee Absences						
Demo Report						
Emp#	Name / Comment	Code	Date	Absence Hours	Emp. Total Hours Used	Emp. Max Hours
497	Paul Bekis	PERSONAL	10/15/04	4.00	4.00	0.00
	Attended family member's funeral.					
592	Mike Bincun	PERSONAL	9/28/04	10.00	10.00	0.00
barba202	Laurie Besbe	SICK	10/5/04	8.00	16.00	0.00
barba202	Laurie Besbe	SICK	10/6/04	8.00	16.00	0.00
boo236	Joan Buuth	SICK	10/20/04	4.00	4.00	0.00
clcm574	Jerome Climintc	SICK	10/21/04	8.00	8.00	0.00
box155	Michael (Mike) Bux	UNEXCUSED	10/29/04	8.00	8.00	0.00
Total Count:		7				



Absence 1 Line Report - By Date, Code and Employee

User Can Change Sort Order – No

DEER VALLEY UNIFIED SCHOOL DIST						
Employee Absences						
Demo Report						
Emp#	Name / Comment	Code	Date	Absence Hours	Emp. Total Hours Used	Emp. Max Hours
592	Mike Bincun	PERSONAL	9/28/04	10.00	10.00	0.00
barba202	Laurie Besbe	SICK	10/5/04	8.00	16.00	0.00
barba202	Laurie Besbe	SICK	10/6/04	8.00	16.00	0.00
497	Paul Bekis	PERSONAL	10/15/04	4.00	4.00	0.00
	Attended family member's funeral.					
boo236	Joan Buuth	SICK	10/20/04	4.00	4.00	0.00
clem574	Jerome Clinintc	SICK	10/21/04	8.00	8.00	0.00
box155	Michael (Mike) Bux	UNEXCUSED	10/29/04	8.00	8.00	0.00
Total Count:		7				

Absence 1 Line Report - By Employee, Date and Code

User Can Change Sort Order – No

DEER VALLEY UNIFIED SCHOOL DIST						
Employee Absences						
Demo Report						
Emp#	Name / Comment	Code	Date	Absence Hours	Emp. Total Hours Used	Emp. Max Hours
497	Paul Bekis	PERSONAL	10/15/04	4.00	4.00	0.00
	Attended family member's funeral.					
barba202	Laurie Besbe	SICK	10/5/04	8.00	16.00	0.00
barba202	Laurie Besbe	SICK	10/6/04	8.00	16.00	0.00
592	Mike Bincun	PERSONAL	9/28/04	10.00	10.00	0.00
boo236	Joan Buuth	SICK	10/20/04	4.00	4.00	0.00
box155	Michael (Mike) Bux	UNEXCUSED	10/29/04	8.00	8.00	0.00
clem574	Jerome Clinintc	SICK	10/21/04	8.00	8.00	0.00
Total Count:		7				



Absences Listed By Employee

User Can Change Sort Order – No

DEER VALLEY UNIFIED SCHOOL DIST				
Employee Absences				
Demo Report				
Code / Comment	Date	Absence Hours	Emp. Total Hours Used	Emp. Max Hours
497 Paul Bekis				
PERSONAL	10/15/04	4.00	4.00	0.00
Attended family member's funeral.				
barba202 Laurie Besbe				
SICK	10/5/04	8.00	16.00	0.00
SICK	10/6/04	8.00	16.00	0.00
592 Mike Bincun				
PERSONAL	9/28/04	10.00	10.00	0.00
boo236 Joan Buuth				
SICK	10/20/04	4.00	4.00	0.00
box155 Michael (Mike) Bux				
UNEXCUSED	10/29/04	8.00	8.00	0.00
clem574 Jerome Clinintc				
SICK	10/21/04	8.00	8.00	0.00
Total Count:	7			

Summary Report

You can generate the following type of summary report:

Absence Summary Report - By Absence Code

User Can Change Sort Order – No

DEER VALLEY UNIFIED SCHOOL DIST		
Absence Code Summary		
Demo Report		
Absence Code	Description	# of Absences
PERSONAL	PERSONAL LEAVE	2
SICK	SICK LEAVE	4
UNEXCUSED	UNEXCUSED LEAVE	1
Total Count:		7