



••• Absent Employee Tracking

MONITOR EMPLOYEE ABSENCES

- Record and report detailed information related to employee absences and, optionally, the time worked by the person who substituted for the absent employee.
- Employee absences can be tracked and reported by user-defined absence codes.
- Absent hours are automatically posted to the payroll system to reduce leave balances or dock pay in accordance with user-defined leave policies.
- If substitute employee hours are entered, the records required to pay the employee are automatically generated.
- System defaults can be set to allow the system to automatically charge the substitute pay to the same function, department, or location where the absent employee's pay is normally charged.
- Generates Substitute pay slips for inclusion with the employee's paycheck.
- Absence reports can be run by employee name, department, location, leave code and transaction number.

••• Module Screenshot

Transaction Number	222990	Entered By	JH
ABSENT EMPLOYEE			
SSN	900-79-1179	Last First MI	ADAMS, Mary F
Date of Absence	07/01/2006	Location	026
Hrs/Days	10.00	Category	MNT
Reason Code	7B	Current Balance	-144.0000
Leave Code	D	Control Number	0

ACCOUNTS - ENTER/EDIT