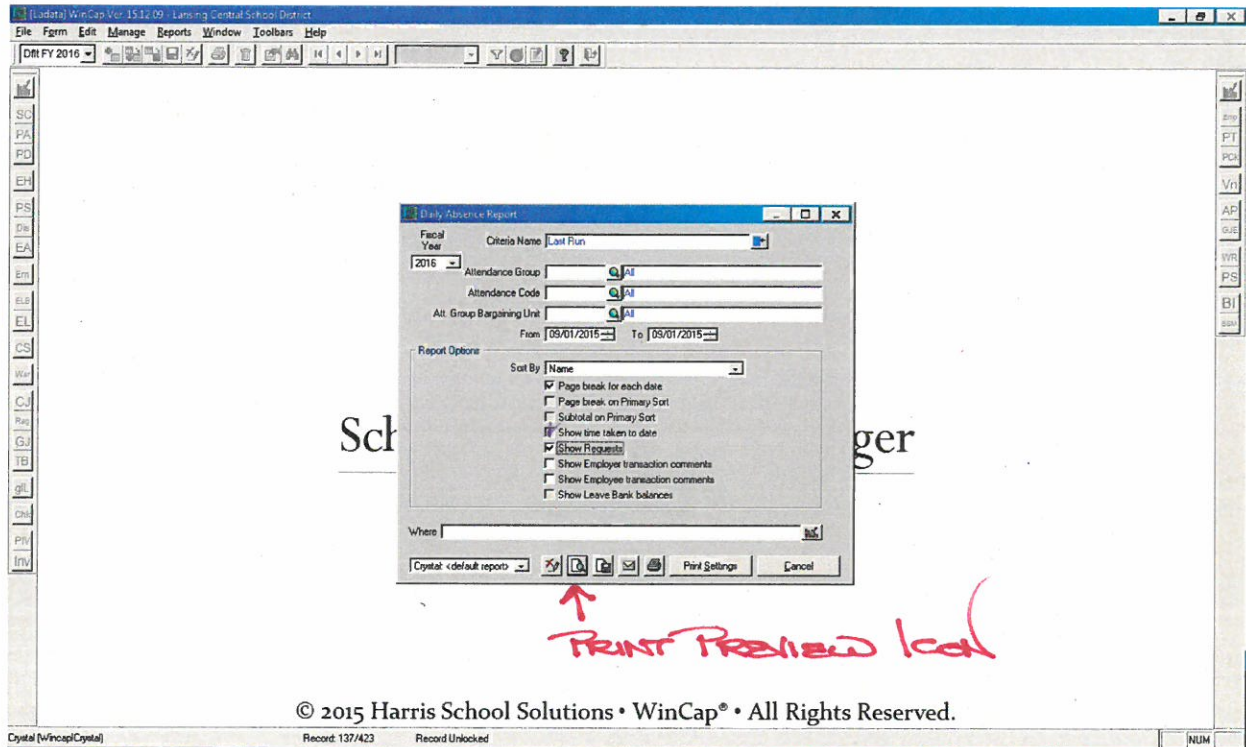


## Instructions for preparing Daily Absence Reports (DARs)

At the end of any given day, secretaries/supervisors should run a Daily Absence Report to see what attendance transactions have been entered/approved/posted for that day (example below is for 9/1/2015). To run the report select:

### Reports / Employee Attendance / Daily Absence Report



The date should be entered in both the “From” and “To” fields and press enter or the Print Preview icon. Check to see that everyone absent on that day is accounted for on the Daily Absence Report. If there is an absence not on the report, then either the employee has not entered the attendance transaction, the supervisor has not approved the absence or the Payroll Coordinator has not posted that particular attendance transaction.

To determine if the employee has entered the attendance transaction, pull the employee up in WinCap:

## Manage / Employee Maintenance/HR / Employee Information

The screenshot shows the WinCap software interface for employee JEANNE E. LUKER. The 'Attendance' tab is selected, displaying a calendar for February 2016 and a table of transactions. The table has the following columns: Date, Cd, Tran, Type, Units, Status, and First line of. The transactions listed are:

Date	Cd	Tran	Type	Units	Status	First line of
10/24/2015	PL	Leav	Absen	1.0000	1	WinCap Web
11/23/2015	PD	Leav	Absen	1.0000	1	WinCap Web
11/30/2015	S	Leav	Absen	1.0000	1	WinCap Web
11/27/2015	PD	Leav	Absen	1.0000	1	WinCap Web
10/23/2015	P	Leav	Absen	0.5000	1	WinCap Web
10/21/2015	PD	Leav	Absen	1.0000	1	WinCap Web

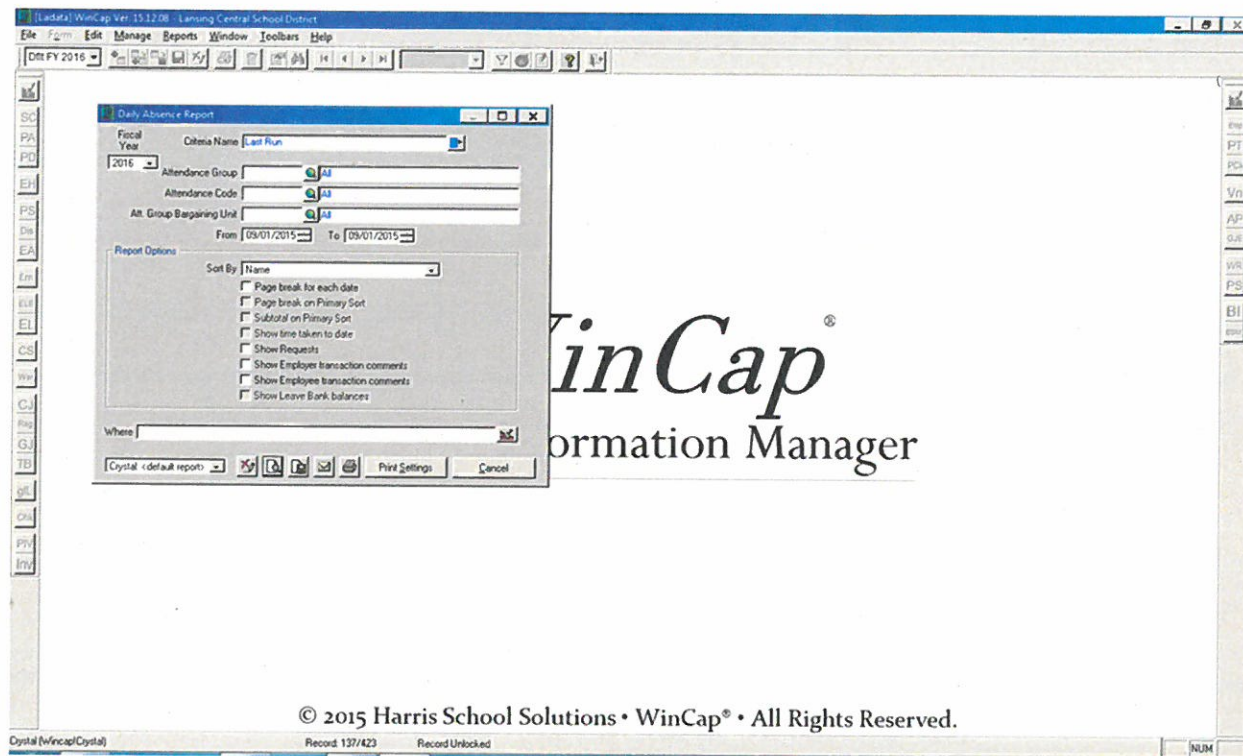
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Select the Binoculars icon to search for a specific employee. A list of transactions can be found by clicking on 1.) Attendance tab then 2.) Transactions Calendar tab.

A list of the employee's attendance transactions entered will appear. A status of "1" means the employee has entered the transaction, the supervisor has approved the transaction and the Payroll Coordinator has posted it. A transaction with status of "1" should print on the Daily Absence Report. An attendance transaction with a status of "1" means the employee has entered the transaction, the supervisor has approved the transaction but the Payroll Coordinator has yet to post this transaction. A status of "A" means the employee has entered the transaction but neither the supervisor and the Payroll Coordinator have not approved/posted this transaction. An attendance transaction with a status of "1" or "A" will not appear on the Daily Absence Report.

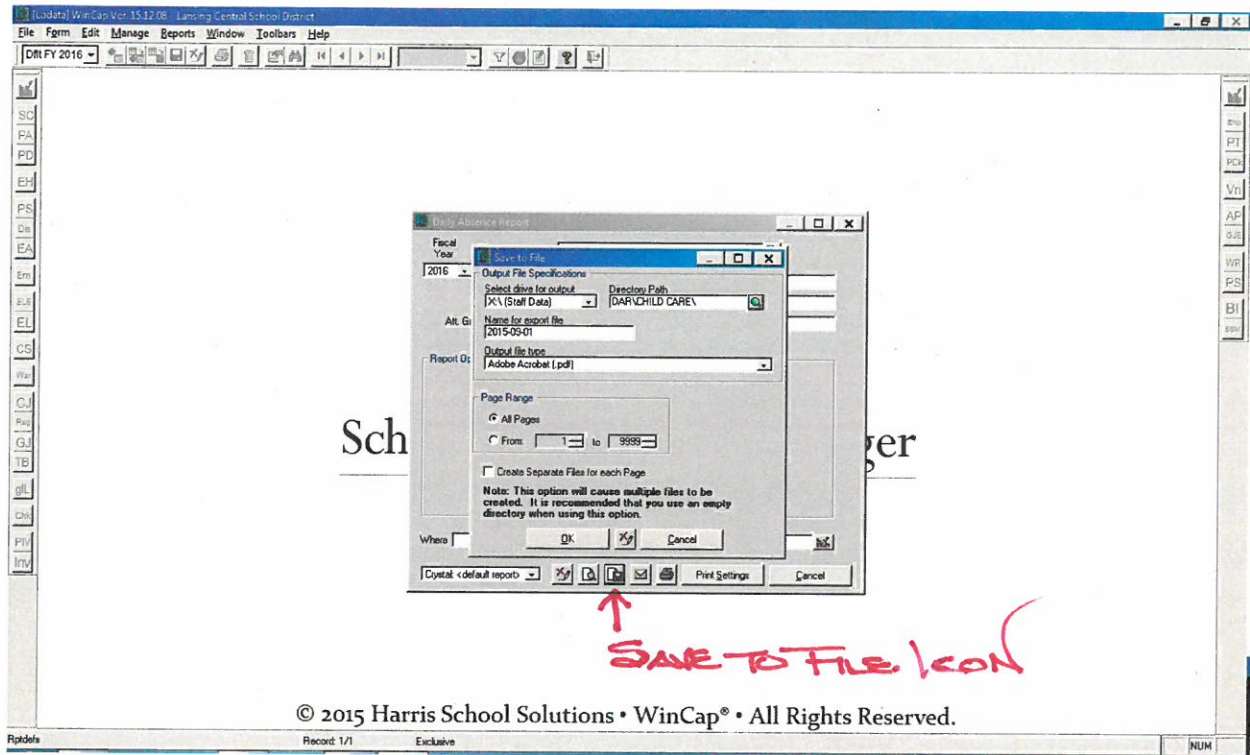
Secretaries and Supervisors will want to follow-up with the necessary personnel to see that attendance transactions move through the approval/posting process as quickly as possible. Continue to review any Daily Absence Reports that are missing transactions until they are complete. Once complete, place a FINAL copy in the shared drive in the DAR folder for your department:

## Reports / Employee Attendance / Daily Absence Report



For this example, the FINAL Daily Absence Report is being placed in the Child Care folder.





Once every Daily Absence Report has been FINALIZED for the month, the Payroll Coordinator will create a monthly folder named YYYY-MM and move the individual Daily Absence Reports to that folder signifying that month is complete! Any questions regarding this process can be directed to the Payroll Coordinator at extension 4005.