



### Electronic Timekeeping Job Aid

## SWM ATTENDANCE

Attendance Rules must be applied to cause the system to scan employee timecards for entries that correlate to Attendance Events and to create attendance incidents. This can be done from a Genie or from within the Attendance Editor.

### To Process:

- From the **Reconcile Timecard** Genie select the employees to be processed. From the Genie menu tool bar select **Attendance > Apply Rules**.
- Select to either **"Use the default Start Date"** or **"Specify a Start Date and End Date."**
  - \* The default start date is either 1. The last date not signed-off or 2. The last processed through or end date or the attendance profile effective date, whichever is later.
  - \* The start and end date **should not** be a date in the future – click **OK**.

### To Review:

- Use the **Attendance Editor** or the **SWM Attendance Genie** located under the Timekeeping tab. This is to examine and validate the resulting calculations and any Attendance Actions Generated by the Attendance Policies.
- Select time period for reviews, click **Apply**. In the case for an event, click on the event – ie, Ren I, II, etc., Update information accordingly.
- When this history has been entered the Attendance Rules would be applied to generate the Attendance Events.
  - \* Applying the Attendance Rules is discussed in the Previous section.

Day	Date	Event/Status/Action	Actual Amount	Balance Change	Total	Balance Type	Shift Start Time	Source Policy	Perfect Attendance Disqualification	Perfect Attendance Definition
Mon	7/23/2012	Unexcused Absence	1.00	97.50	Points	630a	5:58 - Attendance Events	5:58 - Attendance Events		5:58 - Perfect Attendance Disqualifiers
Tue	7/24/2012	Unexcused Absence	1.00	98.50	Points	630a	5:58 - Attendance Events	5:58 - Attendance Events		5:58 - Perfect Attendance Disqualifiers
Wed	7/25/2012	Unexcused Absence	1.00	99.50	Points	630a	5:58 - Attendance Events	5:58 - Attendance Events		5:58 - Perfect Attendance Disqualifiers
Thu	7/26/2012	Unexcused Absence	1.00	100.50	Points	630a	5:58 - Attendance Events	5:58 - Attendance Events		5:58 - Perfect Attendance Disqualifiers

**Note!** When applying rules within the Attendance Editor be patient, the Start/End date window will not go away until applying the rules has finished which may take a minute or so.

### Reports:

- There are a number of Attendance Reports, some are Configuration reports and others are Data Reports.
  - The following are Data Reports:
    - \* Attendance Action Detail Report
    - \* Attendance Balances Report
    - \* Perfect Attendance Report
    - \* Attendance Calendar Report
    - \* Attendance Incident Detail Report
    - \* Employee Attendance Profiles Report
    - \* Perfect Attendance Report
    - \* Attendance Analysis Report
    - \* Employee Discipline Levels Report