Absentee/Unscheduled Report

✔ You can monitor poor attendance habits.

$ You can view employees that are not working at their assigned schedule time.

Absentee/Unscheduled Report

Includes one single employee.

Current Period

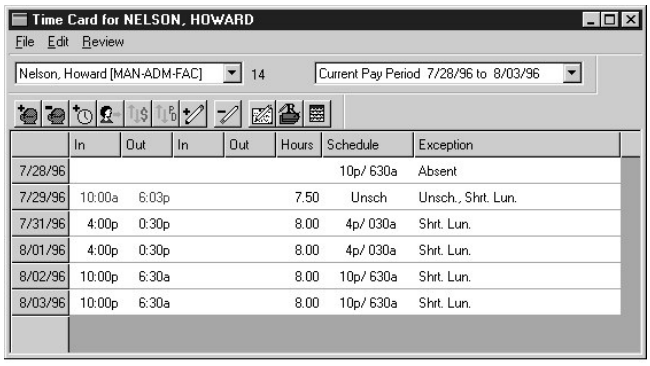
Nelson, Howard **ID: 1014** **Badge: 14**

Date	In	Out	In	Out	Hours	Schedule	Exceptions
Sun 7/28 Mon 7/29	Absent 10:00a	6:03p			7.50	10:00p/ 6:30a Unsch	Absent Unsch., Shrt. Lun.

Total Number of Employees : 1

Displays the day and date of the employee's absence or unscheduled shift

Lists the employee's schedules

Includes shifts worked when the employee is not scheduled

The report shows absences and unscheduled shifts for the time period you select. The Time Card window shows absences and unscheduled shifts for the pay period. Preferences allow you to view and print hour totals in either minutes or hundredths of an hour.