

Year-to-Date History Report

- You no longer have to manually record employees' annual absences.
- You can apply weights to exceptions and use this report for evaluating attendance performance.
- You can view exception and pay designation information at a glance.
- You can select the exceptions and pay designations to include.

Year To Date History Report

Includes one single employee.

Baker, Andrea ID 1001

Benefit	Available	Requested	Shortage	Remaining
SICK	20:00	0:00	0:00	20:00
VACATION	60:00	0:00	0:00	60:00
PERSONAL	20:00	0:00	0:00	20:00

1996	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
January																																
February																																
March																																
April																																
May																																
June																								REG	REG	REG	REG	REG				
																								OVE	Tdy	Tdy	Lfe	Tdy				
																								Tdy	Lfe	Lft	Tdy	Lft				
																								Lft	Ely	Tdy	Tdy	Tdy				
																								Lft	Lft	Lft	Lft					
July	JUR	JUR	JUR	REG	JUR											REG	REG	REG	REG	REG		REG	REG	REG	REG	REG	REG	PER	REG	REG		
				HOL												Ely	OVE	Tdy	Ely	OVE		Tdy	OVE	OVE	OVE			OVE	OVE	OVE		
																Lfe	Tdy	Lft	Lfe	Tdy		Lft	Tdy	Lft	Lft			Ely	Ely			
																	Lft		L_B				Lft					Lft	Lft			
August		REG	REG																													
		Tdy	Lft																													
September																																
October																																
November																																
December																																

REG	155:45 [0]	OVE	15:30 [0]	HOL	16:00 [0]	PER	8:00 [0]
JUR	32:00 [0]						
Ely	3:21 [0]	Tdy	14:20 [75]	Lfe	4:16 [30]	Lft	16:06 [0]
L_B	0:23 [10]						

Total Weight Value: [125]

Displays the employee's name and ID

Can optionally include benefit information

Lists the exceptions and pay designations on the day received

Totals the employee's hours and exceptions

Calculates weight value, using numbers you assign to the selected exceptions and pay designations

The Year-to-Date History window shows the exceptions and pay designations incurred in a calendar year.

