



Attendance Tracking Reports

Creating Attendance Tracking Reports

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Attendance Tracking

Note: Default is "Name" but Report can also be run by Department; by clicking the radio button
Click **green** okay button to select Report

The screenshot shows the eFinancePLUS interface for the 'Attendance Tracking - Little Rock School District LIVE' report. The page is titled 'Attendance Tracking - Little Rock School District LIVE' and the user is identified as 'MARILYN HOPSON'. The interface includes a toolbar with various icons, including a green checkmark icon. Below the toolbar, there are three main sections: 'Report Information', 'Report Sort Options', and 'Report Criteria'. The 'Report Information' section contains an information icon and text: 'This report prints attendance as recorded in either the Edit Employee Time option or the Attendance option.' The 'Report Sort Options' section has two radio buttons: 'Name' (selected) and 'Department'. The 'Report Criteria' section lists various fields for filtering: Employee Number, Last Name, First Name, Department, Hire Date, Birth Date, Gender, Ethnicity, Race, EEO Reported, EEO Category, Employee Status, and Reporting Unit. Each field has a corresponding input field or dropdown menu.

To run Report by Name, enter Employee Number or Employee's Last Name and First Name

eFinancePLUS Attendance Tracking - Little Rock School District LIVE MARILYN HOPSON

Report Information

This report prints attendance as recorded in either the Edit Employee Time option or the Attendance option.

Report Sort Options

Name Department

Report Criteria

Employee Number	<input type="text"/>
Last Name	<input type="text" value="HOPSON"/>
First Name	<input type="text" value="MARILYN"/>
Department	<input type="text"/>
Hire Date	<input type="text"/>
Birth Date	<input type="text"/>
Gender	<input type="text"/>
Ethnicity	<input type="text"/>
Race	<input type="text"/>
EEO Reported	<input type="text"/>
EEO Category	<input type="text"/>
Employee Status	<input type="text"/>
Reporting Unit	<input type="text"/>

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Attendance Tracking Report by Name:

ARKANSAS PUBLIC SCHOOL COMPUTER NETWORK
 DATE: 07/24/2019
 TIME: 13:32:00

LITTLE ROCK SCHOOL DISTRICT
 ATTENDANCE TRACKING BY NAME

PAGE NUMBER: 1
 PERRP323

SELECTION CRITERIA: employee.l_name='HOPSON' and employee.f_name='MARILYN'

EMPLOYEE NUMBER	16543	MARILYN HOPSON	JOB CLASS	1710	12 MON 245 DAY AN
ANNIVERSARY DATE	08/15/2016		DEPARTMENT	380	CHIEF FINANCIAL OFF
HIRE DATE	08/15/2016		YEARS OF SERVICE	02	

	HOURS EARNED	HOURS TAKEN	BALANCE	DATE FROM	DATE TO	REMARKS	TRANS DATE
PAY CODE 901 SICK							
	2.0000			10/02/2017	10/02/2017	SICK	11/10/2017
	2.0000			10/11/2017	10/11/2017		10/19/2017
	4.0000			11/28/2017	11/28/2017		12/12/2017
	2.0000			01/04/2018	01/04/2018		01/19/2018
	4.0000			01/29/2018	01/29/2018		02/15/2018
	4.0000			01/30/2018	01/30/2018		02/15/2018
	2.0000			03/15/2018	03/15/2018		04/02/2018
	8.0000			03/16/2018	03/16/2018		04/02/2018
	8.0000			03/30/2018	03/30/2018		04/12/2018
	8.0000			10/16/2018	10/16/2018		10/31/2018
	2.0000			11/07/2018	11/07/2018		11/13/2018
	8.0000			11/29/2018	11/29/2018		12/11/2018
	2.0000			01/16/2019	01/16/2019		01/30/2019
	3.5000			04/22/2019	04/22/2019		05/16/2019
	1.5000			04/29/2019	04/29/2019		05/16/2019
	1.5000			05/03/2019	05/03/2019		05/16/2019
PAY CODE TOTAL		62.5000					

TOTAL ATTENDANCE FOR LEAVE CODE 0.0000 62.5000
 LEAVE BANK 101 SICK 12 DAYS 8.0 96.0000 0.0000 457.5000 *** HOURS TAKEN DO NOT MATCH ***

	HOURS EARNED	HOURS TAKEN	BALANCE	DATE FROM	DATE TO	REMARKS	TRANS DATE
PAY CODE 911 PERSONAL							
	8.0000			11/10/2017	11/10/2017		11/16/2017
	8.0000			11/13/2017	11/13/2017		12/01/2017
	2.0000			12/14/2018	12/14/2018	TIME LATE	01/11/2019
	1.0000			01/08/2019	01/08/2019		01/16/2019
	2.0000			01/11/2019	01/11/2019		01/16/2019
	1.0000			01/29/2019	01/29/2019		02/13/2019
	1.0000			01/30/2019	01/30/2019		02/13/2019
	1.0000			03/01/2019	03/01/2019		03/13/2019
	4.0000			05/01/2019	05/01/2019		05/16/2019
	4.0000			05/02/2019	05/02/2019		05/16/2019
PAY CODE TOTAL		32.0000					

TOTAL ATTENDANCE FOR LEAVE CODE 0.0000 32.0000
 LEAVE BANK 301 PERSONAL HRLY 8. 16.0000 0.0000 16.0000 *** HOURS TAKEN DO NOT MATCH ***

	HOURS EARNED	HOURS TAKEN	BALANCE	DATE FROM	DATE TO	REMARKS	TRANS DATE
PAY CODE 921 VACATION							
	4.0000			08/04/2017	08/04/2017		08/21/2017
	8.0000			11/22/2017	11/22/2017		12/01/2017
	4.0000			05/08/2018	05/08/2018		05/16/2018
	8.0000			05/09/2018	05/09/2018		05/16/2018