Staff > Staff List, Adding/Editing Staff Records - Attendance

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The Staff Attendance screen allows administrators to view or export attendance information for the selected staff member. The following information will display:

- Check In Date
- Check In Time
- Check In User
- Check Out Date
- Check Out Time
- Check Out User
- Code
- Job Category

To view staff attendance, follow the steps below:

1. From the Staff menu, click Staff List

Search				•									
☆	Home	Family	Payments	Attendance	Lessons	Meals	Connect	Approvals	Reports	Staff	Setup	Q	
	Home	Informati	on							Staff	List		
										Staff	Availab	ility	
	Classroom List						Create Schedule						
	1	1 Center						(Previ	edule			
	Informatio	n	Schedules	Semester	Semester DCW Transactional- CENTER 1						Schedu	le	atio
	11			2	DC	N Transa	ctional- CE	NTER 1	/	Payro	oll Perio	d	atic
			é	_	DC	N Transa	ctional- CE	NTER 1	1	Teac	her Trair	ning	lar
	Birthday		Billing	Pending	DC	N Transa	ctional- CE	NTER 1	1	-			ecu

2. Enter the search criteria to locate the staff member

Staff Staff List	
Search	
View Active Inactive All	Center DCW - Transactional
Last Name	First Name
Phone	Employee ld
	Q Search

- 3. Click Search
- 4. The staff members matching the search criteria will display in the Teacher/Staff List below

=	I≡ Teacher/Staff List											
	Teacher/Staff Name	Center	Phone	Email	User Id							
Ø	OfHearts, Queen	DCW - Transactional	Home: Cell:	12/30/2016			×	•				
Ø	Beauty, Belle	DCW Transactional- CENTER 1	Home:123-123-1234 Cell:123-123-1233	test@cirrusgroup.com	BelleBeautyStaff		×					
Ø	BoPeep, Little	DCW Transactional- CENTER 1	Home: Cell:	12/30/2016	littlebopeep		×					
Ø	Doe, Jane	DCW Transactional- CENTER 1	Home: Cell:		cgjanedoe		×					
Ø	Rabbit, White	DCW Transactional- CENTER 1	Home: Cell:	12/30/2016	wr		×					
Ø	Ralph, Wreck it	DCW Transactional- CENTER 1	Home: Cell:	12/30/2016			×					
₹	C	DOW THE STATE OF NEED 4	Home:			0	•	•				

5. To view attendance for a specific staff member, click the Edit icon in the

first column

	I≡ Teacher/Staff List											
	Teacher/Staff Name	Center	Phone	Email	User ld							
(🕜 OfHearts, Queen	DCW - Transactional	Home: Cell:	12/30/2016			×					
(🕜 Beauty, Belle	DCW Transactional- CENTER 1	Home:123-123-1234 Cell:123-123-1233	test@cirrusgroup.com	BelleBeautyStaff		×					

6. Click the Attendance tab at the top of the screen

Search			•								
☆ Ho	me Family	Payments	Attendance	Lessons	Meals	Connect	Approvals	Reports	Staff	Setup	q
Staff	Staff List	Sarah Sa Availability	mpson At Schedule	tendance Attendanc	ce						

7. The current year will display. To display another year, click the Year dropdown to select the correct year

Attendance	Attendance Information for Sampson, Sarah										
Year 20	Year 2019										
Staff Attendance	Staff Attendance List										
Check In Date	Check In Time	Check In User	Check Out Date	Check Out Time	Check Out User	Code	Job Category				
03/28/2019	8:03 AM EDT	dcw_jhennig				NORM					
03/27/2019	7:58 AM EDT	dcw_jhennig	03/27/2019	5:00 PM EDT	dcw_jhennig	NORM					
03/26/2019	8:00 AM EDT	dcw_jhennig	03/26/2019	4:45 PM EDT	dcw_jhennig	NORM					
03/25/2019	8:00 AM EDT	dcw_jhennig	03/25/2019	5:00 PM EDT	dcw_jhennig	NORM					

8. To export the data to Excel, click the Staff Attendance List button

Information	Availability Sc	hedule Attendan	ice								
Attendanc	Attendance Information for Sampson, Sarah										
Year	Year Year Year Year Staff Attendance List										
Staff Attendand	Staff Attendance List										
Check In Date	Check In Time	Check In User	Check Out Date	Check Out Time	Check Out User	Code	Job Category				
03/28/2019	8:03 AM EDT	dcw_jhennig				NORM					