

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

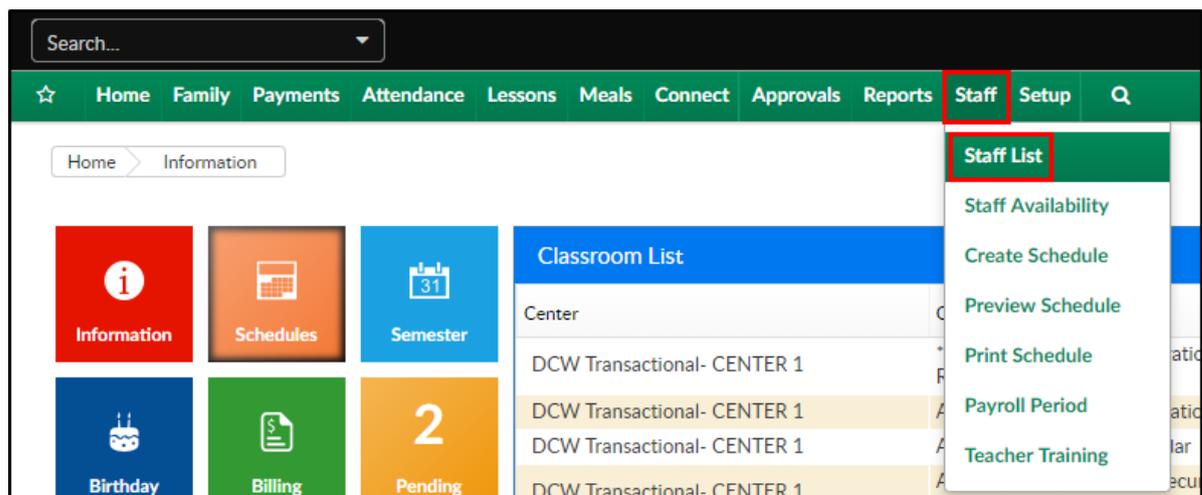
Last Modified on 03/28/2019 10:52 am EDT

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



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 Id

Search

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

Teacher/Staff List

Teacher/Staff Name	Center	Phone	Email	User Id		
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		
BoPeep, Little	DCW Transactional- CENTER 1	Home: Cell:	12/30/2016	littlebopeep		
Doe, Jane	DCW Transactional- CENTER 1	Home: Cell:		cgjanedoe		
Rabbit, White	DCW Transactional- CENTER 1	Home: Cell:	12/30/2016	wr		
Ralph, Wreck it	DCW Transactional- CENTER 1	Home: Cell:	12/30/2016			
Sarah Sampson	DCW Transactional- CENTER 1	Home:				

- To view attendance for a specific staff member, click the Edit icon in the first column

Teacher/Staff List

Teacher/Staff Name	Center	Phone	Email	User Id		
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		

- Click the Attendance tab at the top of the screen

Search...

Home Family Payments **Attendance** Lessons Meals Connect Approvals Reports Staff Setup

Staff > Staff List > Sarah Sampson > Attendance

Information Availability Schedule **Attendance**

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

Attendance Information for Sampson, Sarah

Year: 2019

[Staff Attendance List](#)

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 | Schedule | **Attendance**

Attendance Information for Sampson, Sarah

Year: 2019

[Staff Attendance List](#)

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	