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
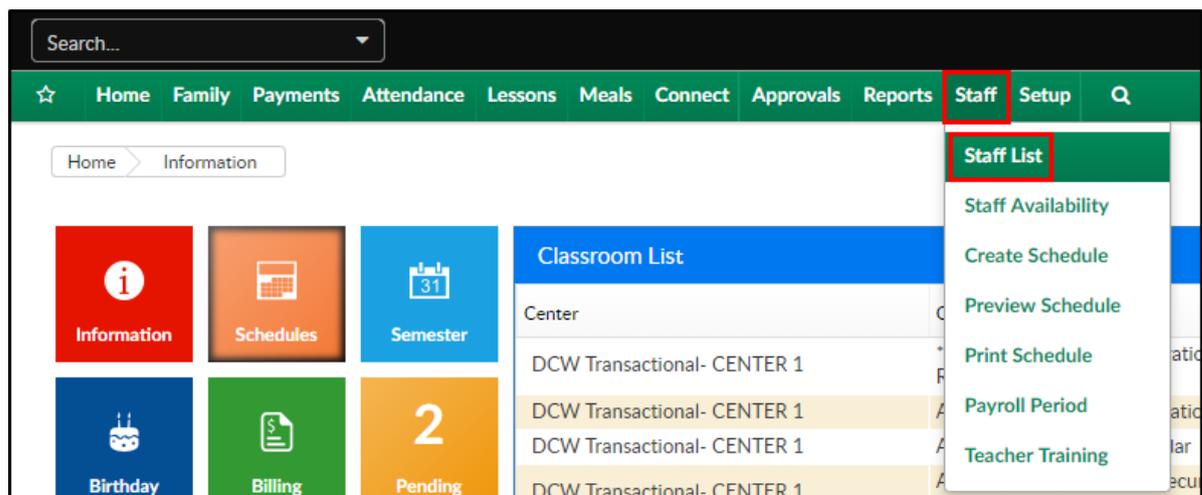
2. Enter the search criteria to locate the staff member

3. Click Search

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

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

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

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

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