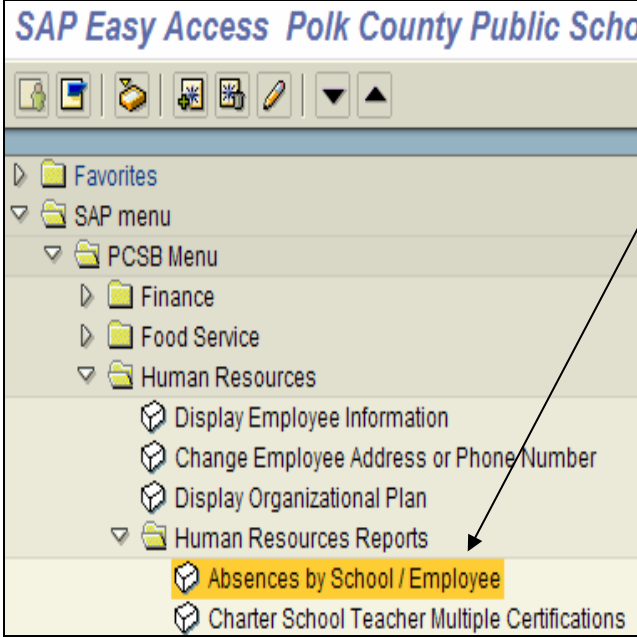
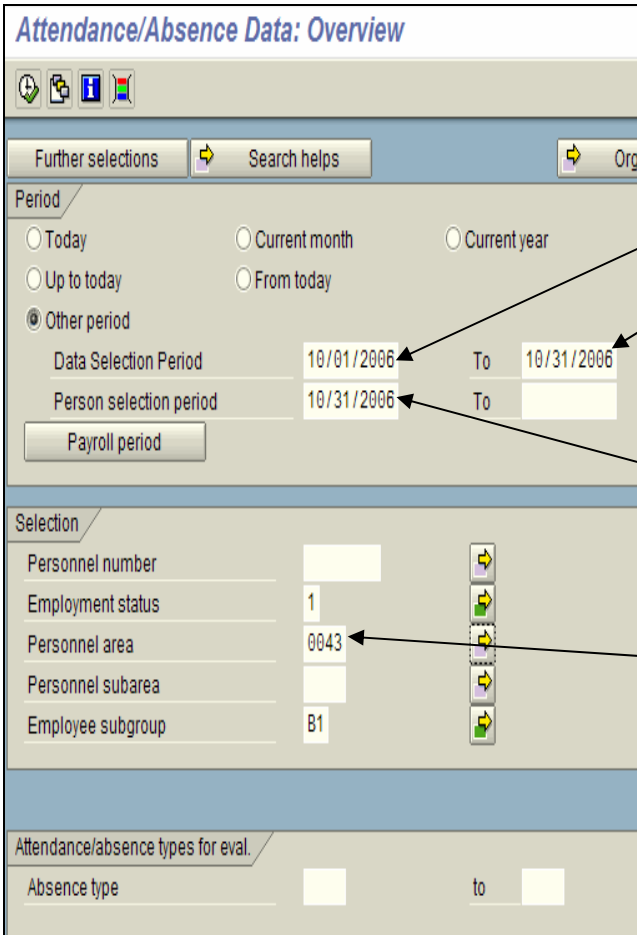


## Teacher Absence / Attendance Report

Steps	Screen Displayed	Procedures
1		<p style="text-align: center;"><u>SAP Easy Access Polk County Public Schools</u></p> <ul style="list-style-type: none"> <li>Click the <b>Expand</b> Icon to the left of: <b>PCSB Menu &gt; Human Resources &gt; Human Resources Reports &gt; Double Click Absences By School / Employee</b></li> </ul>
2		<p style="text-align: center;"><u>Attendance/Absence Data: Overview</u></p> <p><b><u>Date Selection Period</u></b></p> <ul style="list-style-type: none"> <li>Type the <b>first day of the month</b></li> <li>Type the <b>last day of the month</b></li> </ul> <p><b><u>Person Selection Period</u></b></p> <ul style="list-style-type: none"> <li>Type the <b>last day of the month</b></li> </ul> <p><b><u>Personnel Area</u></b></p> <ul style="list-style-type: none"> <li>Type your <b>4 digit School #</b></li> </ul>

## Teacher Absence / Attendance Report

Steps	Screen Displayed	Procedures																																													
3	<table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>PA</th> <th>Subarea</th> <th>Hrs</th> <th>Plnd hrs</th> <th>Hrs/plnd</th> <th>Days</th> <th>Plan.days</th> <th>Days/plnd</th> <th>No.records</th> </tr> </thead> <tbody> <tr> <td>Σ</td> <td>Σ</td> <td>509.76</td> <td>7,246.36</td> <td>7.03 %</td> <td>65.78</td> <td>946.00</td> <td>6.95 %</td> <td>70</td> </tr> <tr> <td>0043</td> <td>Σ</td> <td>509.76</td> <td>7,246.36</td> <td>7.03 %</td> <td>65.78</td> <td>946.00</td> <td>6.95 %</td> <td>70</td> </tr> <tr> <td>0043</td> <td>0010</td> <td>37.50</td> <td>341.00</td> <td>11.00 %</td> <td>4.84</td> <td>44.00</td> <td>11.00 %</td> <td>6</td> </tr> <tr> <td>0043</td> <td>0013</td> <td>472.26</td> <td>6,905.36</td> <td>6.84 %</td> <td>60.94</td> <td>902.00</td> <td>6.76 %</td> <td>64</td> </tr> </tbody> </table>	PA	Subarea	Hrs	Plnd hrs	Hrs/plnd	Days	Plan.days	Days/plnd	No.records	Σ	Σ	509.76	7,246.36	7.03 %	65.78	946.00	6.95 %	70	0043	Σ	509.76	7,246.36	7.03 %	65.78	946.00	6.95 %	70	0043	0010	37.50	341.00	11.00 %	4.84	44.00	11.00 %	6	0043	0013	472.26	6,905.36	6.84 %	60.94	902.00	6.76 %	64	<p style="color: blue; text-decoration: underline;">Attendance/Absence Data: Overview</p> <p>Due to the fact that we record absences and not attendances for regular (negative time) employees, this report shows absence data.</p> <p>The first row of the report in the column “Hrs/plnd” shows the percentage of hours absent. In this case it is 7.03%.</p> <p>The attendance percentage has to be calculated.</p> $  \begin{array}{r}  100.00 \% \\  - 7.03 \% \\  \hline  92.97 \% \text{ Attendance}  \end{array}  $
PA	Subarea	Hrs	Plnd hrs	Hrs/plnd	Days	Plan.days	Days/plnd	No.records																																							
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