

Easily track employee vacation and sick time with DSC's Personnel Attendance application. Entered on a daily basis by location, the school or district office can record employee absences. Employee vacation and sick leave balances are maintained in accordance with state and district policies. Annual entitlements for vacation and sick leave are given at the beginning of the fiscal year. Many reports are available, including individual history lists that can be distributed to employees.

**Administrative Holiday Maintenance**  
Fiscal Year: 2006

District	Date	Delete	Add Date:
Edit 57	7/4/2005	Delete	New Date: <input type="text"/>
Edit 57	9/5/2005	Delete	<input type="button" value="Add"/>
Edit 57	11/11/2005	Delete	
Edit 57	11/24/2005	Delete	
Edit 57	11/25/2005	Delete	
Edit 57	12/23/2005	Delete	
Edit 57	12/26/2005	Delete	
Edit 57	12/30/2005	Delete	
Edit 57	1/16/2006	Delete	
Edit 57	2/20/2006	Delete	
Edit 57	4/14/2006	Delete	
Edit 57	5/29/2006	Delete	

- Updates**
- Add Attendance For Location
  - Add Individual Absences
  - Update Individual Absences
  - Adjust Entitlements/Balances
  - View Individual Attendance History

Date: 3/27/2006  
Location: 099

Post Attendance for 3/27/2006

Employee Name	EmpID	Reason	Pct of Day	Reason	Pct of Day
Employee Name	028160				
Employee Name	039159				
Employee Name	025818	01 - PERSONAL ILLNESS			
Employee Name	024797				
Employee Name	040834				
Employee Name	036470				
Employee Name	083260	10 - VACATION			
Employee Name	060532				

- Reports**
- Personnel Attendance Update Listing
  - List of Negative Vacation/Sick Balances
  - List of Vacation Balances Over Maximum
  - List of Employees with Total Days Taken
  - Individual History Lists
  - List of Absences for Reason Codes
  - List of Employees with Perfect Attendance
  - Perfect Attendance Summary
  - Attendance Master List
  - Summary of Absences by Personnel Group
  - List of Employees in Multiple Locations
  - List of Employees Absent on a Specific Date
  - List of Employees Absent in Date Range
  - Summary of Absences by Date
  - Vacation and Sick Leave Balance Listing
  - List of School Attendance Postings
  - List of Employees with Days Over 100%

03/17/06 PERSONNEL ATTENDANCE HISTORY LIST PAS321A  
FISCAL YEAR 2005-06

EMPLOYEE -  
CLASSIFICATION - MANAGEMENT OPERATIONS SPECIAL ENPLID -  
LOCATION 57-099 DATA SERVICE CENTER

VACATION SICK LEAVE  
BALANCE BALANCE

0.50 24.75 JUNE 30TH 2005 CARRY OVER  
24.00 12.00 2005-06 FISCAL YEAR ENTITLEMENT

24.50 36.75 JULY 1ST 2005 START YEAR BALANCE

\*\*\*\* A B S E N C E S \*\*\*\*

VACATION BALANCE	SICK LEAVE BALANCE	DAY	DATE	REASON	DAY PCT	LOC
23.50	36.75	Friday	07/01/2005	10-VACATION	1.00	099
22.50	36.75	Friday	07/08/2005	10-VACATION	1.00	099
21.50	36.75	Friday	07/15/2005	10-VACATION	1.00	099
20.50	36.75	Monday	07/18/2005	10-VACATION	1.00	099
19.50	36.75	Friday	07/22/2005	10-VACATION	1.00	099
18.50	36.75	Friday	07/29/2005	10-VACATION	1.00	099
17.50	36.75	Monday	08/01/2005	10-VACATION	1.00	099
16.50	36.75	Friday	08/05/2005	10-VACATION	1.00	099
16.50	36.75	Monday	08/08/2005	08-JURY DUTY	1.00	099
15.75	36.75	Friday	08/12/2005	10-VACATION	0.75	099
15.75	35.75	Tuesday	10/11/2005	04-PERSONAL DAY	1.00	099
15.50	35.75	Monday	11/07/2005	10-VACATION	0.25	099
15.25	35.75	Wednesday	11/09/2005	10-VACATION	0.25	099
15.00	35.75	Thursday	11/10/2005	10-VACATION	0.25	099
14.00	35.75	Wednesday	12/28/2005	10-VACATION	1.00	099
13.00	35.75	Thursday	12/29/2005	10-VACATION	1.00	099
13.00	34.75	Friday	01/27/2006	04-PERSONAL DAY	1.00	099
12.75	34.75	Monday	02/06/2006	10-VACATION	0.25	099
11.75	34.75	Friday	02/24/2006	10-VACATION	1.00	099
11.75	34.75	BALANCE THRU END OF MARCH 2006				

IF YOU HAVE ANY PROBLEMS OR QUESTIONS, SEE BARBARA.

**Professional Services:**

DFMS Data Interface: DFMS data extracted daily.  
Training: Initial training.

Help Desk support: Monday through Friday, 7:00 AM to 4:00 PM.

Hosting, Backup/Recovery: Hosted on DSC's fault tolerant network. Daily backups performed by DSC.