



HARRIS
School Solutions

QSSUG

Finance/Personnel Committee

Webinar

April 12, 2018

QSS/OASIS

Absence Tracking

QSS/OASIS Absence Tracking

Features & Security

Absence Tracking – Features

- Fully integrated with QSS/OASIS Personnel
- Optional printing of leave balances on payroll stubs
- Master Files and Accrual Rules are controlled by District
- Manage/Control up to ten (10) balance totals
- Accrue leave annually or monthly; with FTE and years of service as optional factors
- Track leave in hours or days
- Leave transactions can affect 0-10 balance totals with single transaction
- On-line viewing of balances/transactions (multiple years)
- Leave detail balances with balance totals
- Comprehensive reporting
- End of year batch processing (reset)

Absence
Tracking is also
known as ABT or
Leave Tracking

Absence Tracking – Security

- For information regarding Absence Tracking security settings, refer to the following sections of the **Module, Task and User Security for QCC (MTUS)** manual:
 - Sections 5.2 – 5.11: Settings for certain ABT Jobs and Reports
 - Section 5.33: Settings for the HR Absence Tracking window (EMPABT), including access control, function availability, and much, much more

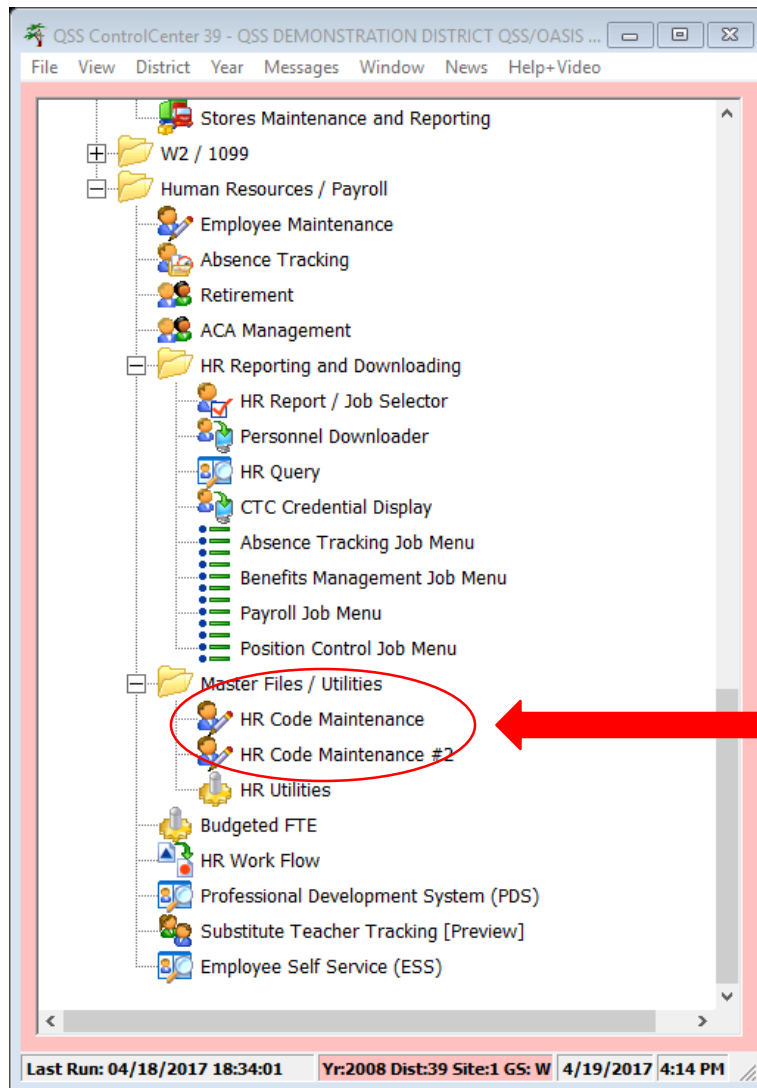
QSS/OASIS Absence Tracking

Master Files

ABT Master Files

- Absence Reason (AR): Reason for the absence
- Leave Group (LG): Defines the rules for leave tracking. Employees can only be assigned to one LG at a time.
- Absence Indices (AI): Rules for how an absence is treated when used for a particular leave group
- Absence FTE code (AF): Associate a range of FTE values to a single FTE value for accrual computations
- Roll Code (RO): Defines accrual frequency (Monthly or Annual)
- Accrual Rule (AC): Accrual amounts for leave group and years of service
- Accrual Schedule (AS): Template for accrual processing
- Absence Interface Rules (IS): Not used in QCC ABT

ABT Master Files



Your QCC Main Menu may be different!

ABT Master Files

HR Code Maintenance 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File View Options Help

Inspect

Absence Tracking

- ☒ Absence FTE codes (AF)
- ☒ Absence Indices (AI)
- ☒ Absence Interface Rules (IR)
- ☒ Absence Reasons (AR)
- ☒ Accrual Rules (AC)
- ☒ Accrual Schedules (AS)
- ☒ Leave Groups (LG)
- ☒ Roll Codes (RD)

Benefits Management

Master File Links

Payroll (County)

Payroll (District)

Personnel (County)

Personnel (District)

Position Control

Retirement - CA

Tax Tables (County)

Tax Tables (District)

DI FY Name Code

39 2008

Code Range From Code Range To

Master Files & Rules must be set up for each District

Yr:2008 Dist:39 Site:1 GS: W 2/18/2014 2:31 PM

Absence Reasons (AR)

HR Code Maintenance 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File View Options Help

Inspect

Absence Tracking

- Absence FTE codes (AF)
- Absence Indices (AI)
- Absence Interface Rules (IR)
- Absence Reasons (AR)**
- Accrual Rules (AC)
- Accrual Schedules (AS)
- Leave Groups (LG)
- Roll Codes (RO)

Benefits Management

Master File Links

Payroll (County)

Payroll (District)

Personnel (County)

Personnel (District)

Position Control

Retirement - CA

Tax Tables (County)

Tax Tables (District)

DI FY Name Code

39 2008

Code Range From Code Range To

Absence Reasons District Master File

| Code | Name | Abbr | Audit Date | Audit ID |
|------|--------------------------------|----------|------------|----------|
| A0 | ACCRUE PTO XDAY-SCH V | ACC PTO | 01/11/2012 | DEA 1 |
| A1 | ACCRUE VACATION | ACC VAC | 04/23/1999 | eam |
| A2 | ACCRUE SICK LEAVE | ACC S/L | 04/23/1999 | eam |
| A3 | ACCRUE PERSONAL NECESSITY | ACC P/N | 04/23/1999 | eam |
| A4 | ACCRUE DIFF SICK LEAVE | ACC DSL | 04/23/1999 | eam |
| A5 | ACCRUE COMP TIME | ACC C/T | 04/23/1999 | eam |
| A6 | ACCRUE INDUSTRIAL LEAVE | ACC IA | 04/23/1999 | eam |
| A7 | ACCRUE FLOATING HOLIDAY | ACC HF | 09/20/2000 | eam |
| A8 | ACCRUE DAY OF CHOICE | ACC HD | 09/20/2000 | eam |
| AD | ADJUSTMENTS | ADJ | 04/23/1999 | eam |
| B | BEREAVEMENT | B-RVMENT | 04/27/2010 | DAPD |
| B0 | BALANCE PTO XDAY-SCH V | BAL PTO | 09/19/2000 | nsf |
| B1 | BALANCE FWD VACATION | BAL VAC | 04/23/1999 | eam |
| B2 | BALANCE FWD SICK LEAVE | BAL S/L | 04/23/1999 | eam |
| B3 | BALANCE FWD PERSONAL NECESSITY | BAL P/N | 04/23/1999 | eam |
| B4 | BALANCE FWD DIFF SICK LEAVE | BAL DSL | 04/23/1999 | eam |
| B5 | BALANCE FWD COMPENSATORY TIME | BAL C/T | 04/23/1999 | eam |
| B6 | BALANCE FWD INDUSTRIAL LEAVE | BAL IA | 04/23/1999 | eam |
| B7 | BALANCE FLOATING HOLIDAY | BAL HF | 09/20/2000 | eam |

Two-character alphanumeric Reason codes

Reason Codes can be imported for every District if they are the same.

Reason codes can be set up for tracking purposes without affecting any balances, i.e. Jury Duty.

Yr:2008 Dist:39 Site:1 GS: W 2/18/2014 2:32 PM

Leave Groups (LG) (Buckets Tab)

Change Leave groups 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

Options

Leave Group Codes: **AV : ADMIN/12MO/8HR/V**

Leave Group: **AV** Copy From:

Name: **ADMIN/12MO/8HR/V** Abbr: **ADM12/8V**

Pay Rate: **25.00** Hrs/Day: **8.00** Accrual in: ☒ Hours ☐ Days

Change

Leave Buckets Service Years Paystub Mapping

| | Bucket Name | Abbr | N/P* | Accrual | Reset | Balance |
|-----|-------------------------|--------|------|---------|-------|---------|
| 01. | VACATION | VAC | P | A1 | R1 | B1 |
| 02. | SICK LEAVE | SL | P | A2 | R2 | B2 |
| 03. | PERSONAL NECESSITY | PN | P | A3 | R3 | B3 |
| 04. | DIFFERENTIAL SICK LEAVE | DSL | P | A4 | R4 | B4 |
| 05. | COMPENSATORY TIME | CT | P | A5 | R5 | B5 |
| 06. | INDUSTRIAL LEAVE | IA | P | A6 | R6 | B6 |
| 07. | FLOATING HOLIDAY | HF | P | A7 | R7 | B7 |
| 08. | DAY OF CHOICE | HD | | A8 | R8 | B8 |
| 09. | EXTENDED SICK LEAVE | EXT SL | | A8 | R8 | B8 |
| 10. | | | | | | |

* Select 'P' to force positive balances in this bucket. Select 'N' or Space to allow negative balances.

Audit Information

ID: DEA1 Date: 01/23/2014 Time: 10:48:05 AM

Yr:2008 Dist:39 Site:1 GS: W 2/18/2014 2:34 PM

Leave Group Buckets are also referred to as "balances"

Leave Group Notes

- Ten buckets can be set up to accumulate leave totals
- Other types of leave can be posted that don't affect any balances (i.e. Jury Duty or Bereavement)
- Recommend tracking leave in HOURS, but certificated is normally tracked in DAYS
- Transactions can affect one bucket, more than one bucket, or no bucket
- Create Reason Codes for Accrual, Balance Forward, and Reset transactions before setting up Leave Groups. Also set up Absence Indices (shown later).

Leave Groups (LG) (Service Years Tab)

Change Leave groups 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

Options

Leave Group Codes: AV : ADMIN/12MO/8HR/V

Leave Group: AV Copy From:

Name: ADMIN/12MO/8HR/V Abbr: ADM12/8V

Pay Rate: 25.00 Hrs/Day: 8.00 Accrual in: ☒ Hours ☐ Days

Service Year "0" is valid. On first anniversary, one year has accrued (one year of service has been completed).

Change

Leave Buckets Service Years Paystub Mapping

Service Year Rules

| | From | To | Yr Code |
|-----|------|----|---------|
| 1. | 00 | 01 | Y1 |
| 2. | 02 | 04 | Y2 |
| 3. | 05 | 09 | Y3 |
| 4. | 10 | 11 | Y4 |
| 5. | 12 | 29 | #2 |
| 6. | 30 | 99 | #1 |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |
| 11. | | | |
| 12. | | | |

Resolved Service Years

Evaluate Rules

| From | To | Code |
|------|----|------|
| 00 | 01 | Y1 |
| 02 | 04 | Y2 |
| 05 | 09 | Y3 |
| 10 | 11 | Y4 |
| 12 | 13 | 00 |
| 14 | 15 | 01 |
| 16 | 17 | 02 |
| 18 | 19 | 03 |
| 20 | 21 | 04 |
| 22 | 23 | 05 |
| 24 | 25 | 06 |
| 26 | 27 | 07 |
| 28 | 29 | 08 |
| 30 | 30 | 09 |

The service years table is used to map years of service to a defined year code which is then used for entering accrual rules.

You create the service years table by defining up to twelve (12) rules which are used to define the possible accrual service years. Each rule is either a specified year code rule or a generated year code rule.

Specified year code rules are those that associate a single defined year code with a year of service range. For example: 00 - 09 years of service might be associated with year code Y1.

Generated year code rules are those that cause multiple year codes to be defined in a repetitive fashion by a single rule. Generated year codes start with '00' and are incremented by 01. Rules with a 'Yr Code' that start with a '#' are generated year code rules. Follow the '#' by the number of years for each generated year code, with '#0' interpreted as 10 years. For example, a rule with a years of service range of 00 - 14 and a Yr Code of '#5' is the equivalent of three (3) year codes with their associated years of service: 00-04: 00, 05-09: 01, 10-14: 03.

Leave Groups (LG) (Paystub Mapping Tab)

Change Leave groups 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

Options

Leave Group Codes: AV : ADMIN/12MO/8HR/V

Leave Group: AV Copy From:

Name: ADMIN/12MO/8HR/V Abbr: ADM12/8V

Pay Rate: 25.00 Hrs/Day: 8.00 Accrual in: ☒ Hours ☐ Days

Change

Leave Buckets Service Years **Paystub Mapping**

Payroll Stub Mapping

Sick: 02 : SICK LEAVE Vacation: 01 : VACATION

Pay-stub-3: 05 : COMPENSATORY TIME Pay-stub-4:

Pay-stub-5: Pay-stub-6:

Pay-stub-7: Pay-stub-8:

Pay-stub-9: Pay-stub-10:

Be sure to set up Paystub Mapping even if you don't use QSS/OASIS Payroll. Mapping information is used by some ABT reports.

Audit Information

ID: DEA1 Date: 01/23/2014 Time: 10:48:05 AM

Yr:2008 Dist:39 Site:1 GS: W 2/18/2014 2:37 PM

Absence Indices (AI)

Change Absence indices 39 - QSS DEMONSTRATION DISTRICT QSS

Options

Absence Indices : AV-PN

Leave Groups : AV - ADMIN/12MO/8HR/V

Absence Reasons : PN - PERSONAL NECESSITY

Copy From :

Borrow From :

Sequence Rule :

Leave Group Buckets Affected : (Y/N)

| | | | | | | | | | | | | | | | | | | | | |
|----|-------------------------|-------------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 01 | VACATION | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | |
| 02 | SICK LEAVE | <input checked="" type="checkbox"/> | | | | | | | | | | | | | | | | | | |
| 03 | PERSONAL NECESSITY | <input checked="" type="checkbox"/> | | | | | | | | | | | | | | | | | | |
| 04 | DIFFERENTIAL SICK LEAVE | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | |
| 05 | COMPENSATORY TIME | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | |
| 06 | INDUSTRIAL LEAVE | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | |
| 07 | FLOATING HOLIDAY | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | |
| 08 | DAY OF CHOICE | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | |
| 09 | EXTENDED SICK LEAVE | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | |
| 10 | | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | |

Audit Information

ID: eam Date: 04/30/1999 Time: 10:43:58 AM

Yr:2008 Dist:39 Site:1 GS: W 2/18/2014 2:38 PM








Absence Indices connect Leave Groups to Absence Reasons

"Chained" is no longer supported.


FTE Codes (AF)

+ Add Absence FTE codes 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

Options

Add

Absence FTE Codes: 

Code value:

| | From | To | FTE |
|-----|----------------------|----------------------|----------------------|
| 1. | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 3. | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 5. | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 7. | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 9. | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 11. | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 13. | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 15. | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 17. | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 19. | <input type="text"/> | <input type="text"/> | <input type="text"/> |

| | From | To | FTE |
|-----|----------------------|----------------------|----------------------|
| 2. | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 4. | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 6. | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 8. | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 10. | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 12. | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 14. | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 16. | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 18. | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 20. | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Yr:2008 Dist:39 Site:1 GS: W 2/18/2014 2:39 PM

Roll Codes (RO)

Change Roll codes 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

Options

Icons: Save, Cancel, New, Import, Export, Previous, Next, Refresh

Change

Selected Codes :

Code :

Name :

Abbreviation :

Times to accrue per year:

Audit Information

ID: DAPX Date: 8/21/2012 Time: 15:25

Yr:2008 Dist:39 Site:1 GS: W 2/18/2014 2:40 PM

Accrual Rules (AC) (Page 1)

Change Accrual rules 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

Options

Accrual Rules Codes: Change

Leave Group Codes: Hours/Day : 8.00 Accrual is in : Hours

Service Years Codes: Service Years : 0-1

Copy From Service Years:

Refer to ABT Manual for detailed information on Accrual Rules

| Bucket Name | Accr Rate | Carry Over | Max Accr | Calc FTE | FTE Code | Prob value |
|---------------------------|-----------|------------|----------|----------|----------|------------|
| 01 VACATION | 10.00 | 120.00 | 240.00 | AP | | 0.00 |
| 02 SICK LEAVE | 96.00 | 9999.99 | 9999.99 | AP | | 0.00 |
| 03 PERSONAL NECESSITY | 56.00 | 0.00 | 56.00 | AP | | 0.00 |
| 04 DIFFERENTIAL SICK LEAV | 800.00 | 0.00 | 800.00 | AP | | 0.00 |
| 05 COMPENSATORY TIME | 0.00 | 9999.99 | 9999.99 | AP | | 0.00 |
| 06 INDUSTRIAL LEAVE | 480.00 | 0.00 | 480.00 | AP | | 0.00 |
| 07 FLOATING HOLIDAY | 8.00 | 0.00 | 8.00 | AP | | 0.00 |
| 08 DAY OF CHOICE | 120.00 | 0.00 | 120.00 | | | 0.00 |
| 09 EXTENDED SICK LEAVE | 0.00 | 0.00 | 0.00 | | | 0.00 |
| 10 | | | | | | |

Audit Information

ID: DEA1 Date: 05/29/2013 Time: 11:24:25 AM

Yr:2008 Dist:39 Site:1 GS: W 2/18/2014 2:42 PM

Accrual Rules (AC) (Page 2)

Change Accrual rules 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

Options

Accrual Rules Codes : AV-Y1
 Leave Group Codes : AV - ADMIN/12MO/8HR/V Hours/Day : 8.00 Accrual is in : Hours
 Service Years Codes : Y1 Service Years : 0-1
 Copy From Service Years :

Change

Bucket Name

01 VACATION
 02 SICK LEAVE
 03 PERSONAL NECESSITY
 04 DIFFERENTIAL SICK LEA
 05 COMPENSATORY TIME
 06 INDUSTRIAL LEAVE
 07 FLOATING HOLIDAY
 08 DAY OF CHOICE
 09 EXTENDED SICK LEAVE
 10

Page 1

| Roll Code | Reset Rule | Reset Val | J | A | S | O | N | D | J | F | M | A | M | J | Work Calendar |
|-----------|------------|-----------|---|---|---|---|---|---|---|---|---|---|---|---|---------------|
| MO | B | 0.00 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | |
| AN | B | 0.00 | Y | N | N | N | N | N | N | N | N | N | N | N | |
| AN | B | 0.00 | Y | N | N | N | N | N | N | N | N | N | N | N | |
| AN | B | 0.00 | Y | N | N | N | N | N | N | N | N | N | N | N | |
| | B | 0.00 | Y | N | N | N | N | N | N | N | N | N | N | N | |
| AN | B | 0.00 | Y | N | N | N | N | N | N | N | N | N | N | N | |
| AN | B | 0.00 | Y | N | N | N | N | N | N | N | N | N | N | N | |
| | M | 0.00 | | | | | | | | | | | | | |
| | M | | | | | | | | | | | | | | |

Page 2

Audit Information
 ID: DEA1 Date: 05/29/2013 Time: 11:24:25 AM

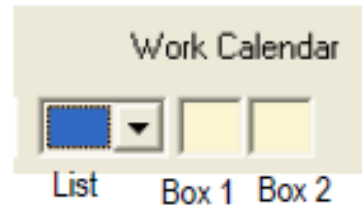
Yr:2008 Dist:39 Site:1 GS: W 2/18/2014 2:44 PM

"B" is most common
 Reset Rule – resets
 Employee Balance
 and Month matrix

Accrual Rules (Page 2)

Work Calendar

For sites that are using Position Control, you can set up accrual rules based on the Work Calendar for an employee's position assignment. To do so, make a selection from the list, then fill in boxes 1 and 2 as needed.



The screenshot shows a form titled "Work Calendar". It contains a dropdown menu labeled "List" with a blue square icon and a downward arrow. To the right of the dropdown are two empty input boxes labeled "Box 1" and "Box 2".

| List | Box 1 | Box 2 | Description |
|------|-------|-------|--|
| Y | | | Requires at least one work day during a month to qualify for an accrual. |

Accrual Rules (Page 2)

| List | Box 1 | Box 2 | Description |
|------|-------|-------|--|
| Y# | nn | | Requires at least 'nn' work days during a month to qualify for an accrual. (The 'nn' is the number of work days.) |
| YR | fm | to | Requires at least one work day from the 'fm' day of the month to the 'to' day of the month. See "YR Accrual Based on Workday Range" on page 4-26 for details of how this works. |
| YD | dy | | Annualized self-correcting rule which determines the number of months to accrue by dividing total calendar days by the 'dy' value. See "YD Annualized Self-Correcting Accruals" on page 4-27 for details of how this works. |
| MM | | | Refers to a control file of annual accrual rates maintained by technical staff and based on employee's leave group, service years, and number of months worked. For details, see the ABMMdd.DATA control file in Chapter 4 of <i>Modules, Tasks, and User Security for QCC</i> . |
| MY | | | Similar to 'MM', but accrual rate control file is based on monthly accrual rates rather than annual accruals. For details, see the ABMMdd.DATA control file. |

Accrual Schedules (AS)

Change Accrual schedules 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

Options

Accrual Schedule Codes: MD : Monthly Vacation Accr

Schedule Code: MD Copy From:

Name: Monthly Vacation Accr Abbr: MONTH

Roll Code: MD - MONTHLY Accrues per year: 12

Leave Groups

| | |
|--------------------------|-----|
| 1. AV - ADMIN/12MO/8HR/V | 2. |
| 3. | 4. |
| 5. | |
| 7. | |
| 9. | |
| 11. | |
| 13. | |
| 15. | |
| 17. | 18. |
| 19. | 20. |

Accrue for: J A S O N D J F M A M J

Audit Information

ID: DEA1 Date: 05/29/2013 Time: 11:18:16 AM

Yr:2008 Dist:39 Site:1 GS: W 2/18/2014 2:48 PM

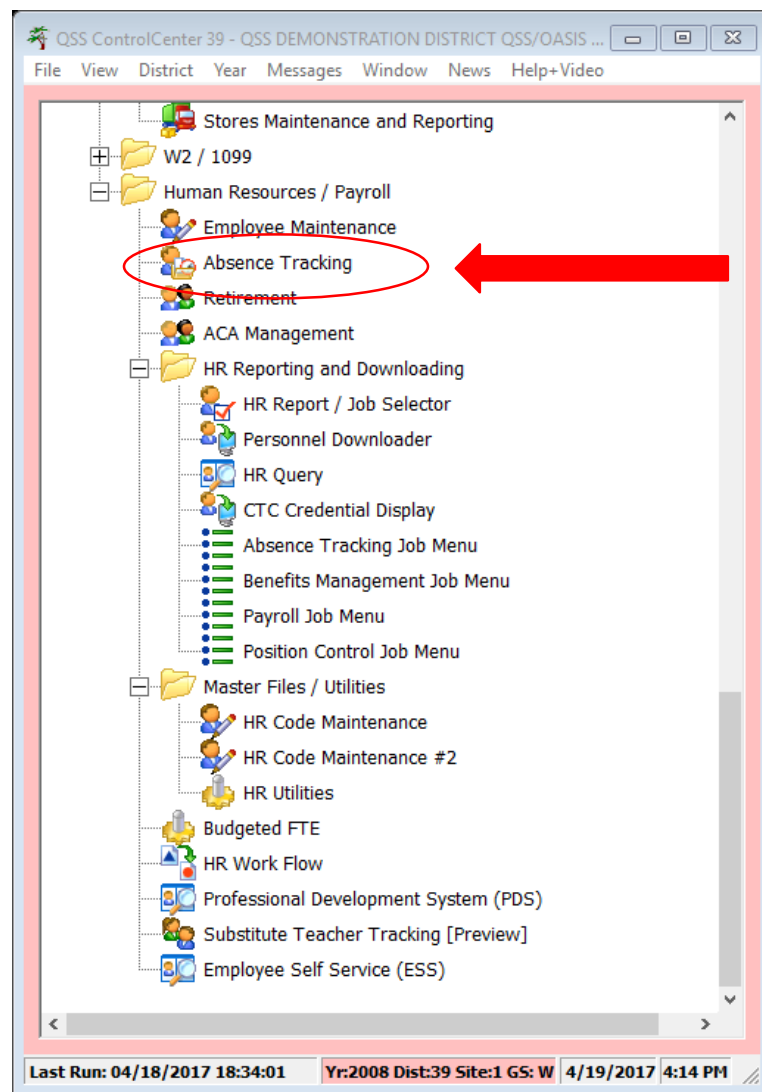
Change

Group Leave Groups together for accrual purposes. If new Leave Groups are added later on, remember to come here to add the new groups to an Accrual Schedule.

QSS/OASIS Absence Tracking

Absence Tracking Main Screen

Absence Tracking Main Screen



Main ABT Screen

HR Absence Tracking 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help+Video

Lookup

☒ SSN ☐ Ext Ref ☐ Name Include Terminated ☒

DI: 39 --

Latest Comment:
 Hired: Longevity Base: Terminated:

Leave Group: Membership: End: Leave Base: Service Years: Leave Status: Start: Hours/Day: Return: Days/Year: Leave Group Pay Rate: Months/Year: Employee Pay Rate: Freeze Pay Rate:

Balance As Of: / / Refresh

Quick View
 Select:
☐ All ☒ Recent Transactions ☐ From Date ☐ Previous Days ☐ Reason Code ☐ Absence Bucket
 Display: ☒ Detail ☐ Summary
 Units Format: ☐ Database ☒ Balance
 Remark Length: 10 Number of transactions: 20
 Display most recent detail first? ☒ Audit Info ☒
 Order by: ABTUPD Setting (Transaction Sequence)

No records listed

| Seq | Reason | Lv Group | Units | Type | Date | Remark |
|-----|--------|----------|-------|------|------|--------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

| Leave | Balance | Over | Acc Hours | Calc | FTE | Prob | Prob End |
|-------|---------|------|-----------|------|-----|------|----------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
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| | | | | | | | |
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| | | | | | | | |
| | | | | | | | |
| | | | | | | | |



Add Employee to Leave Group

HR Absence Tracking 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Option

SMITH, JO ANNE E xxx-xx-9999 002003

Leave Group: AV ADMIN/12MO/8HR/V

Membership: 07/01/2015 End: / /

Leave Base: / / Service Years: Y4 {07/17/2000 Hire}

Leave Status: Active employee Start: / /

Hours/Day: Return: / /

Days/Year: Leave Group Pay Rate: 25.00

Months/Year: Employee Pay Rate: Freeze Pay Rate: ☐

Edit Balances: ☒ Edit Override: ☐ Edit Probation: ☐

| Leave | Balance | Over | Acc Hours | Calc | FTE | Prob | Prob End |
|---------------------------|---------|------|-----------|------|--------|------|----------|
| VACATION | 80.00 | N | | AP | 0.0000 | N | |
| SICK LEAVE | 40.00 | N | | AP | 0.0000 | N | |
| PERSONAL NECESSITY | 16.00 | N | | AP | 0.0000 | N | |
| ▶ DIFFERENTIAL SICK LEAVE | | N | | AP | 0.0000 | N | |
| COMPENSATORY TIME | | N | | | 1.0000 | N | |
| INDUSTRIAL LEAVE | | N | | AP | 0.0000 | N | |
| FLOATING HOLIDAY | | N | | AP | 0.0000 | N | |
| DAY OF CHOICE | | N | | AP | 0.0000 | N | |
| EXTENDED SICK LEAVE | | N | | | 1.0000 | N | |
| | | | | | | | |

This data comes from the Leave Group definition and Position Control, but can be overridden



After Adding Employee to Leave Group

HR Absence Tracking 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help+Video

Look up

☒ SSN ☐ Ext Ref ☐ Name Include Terminated ☒

DI: 39 -- xxx-xx-9999 002003 SMITH, JO ANNE E

Latest Comment: 12/01/2008 (1 Line)
 Hired: 07/17/2000 Longevity Base: Terminated:

Quick View

Select: ☐ All ☒ Recent Transactions ☐ From Date ☐ Previous Days ☐ Reason Code ☐ Absence Bucket

Display: ☒ Detail ☐ Summary

Units Format: ☐ Database ☒ Balance

Remark Length: 10 Number of transactions: 20

Display most recent detail first? ☒ Audit Info ☒

Order by: ABTUPD Setting (Transaction Sequence)

Leave Group: AV ADMIN/12MO/8HR/V
 Membership: 07/01/2015 End:
 Leave Base: Service Years: Y4 (07/17/2000 Hire)
 Leave Status: Active employee Start:
 Hours/Day: Return:
 Days/Year: Leave Group Pay Rate: 25.00
 Months/Year: Employee Pay Rate: Freeze Pay Rate:

Balance As Of: / / Refresh

| Leave | Balance | Over | Acc Hours | Calc | FTE | Prob | Prob End |
|-------------------------|---------|------|-----------|------|--------|------|----------|
| VACATION | 80.00 | N | 0.00 | AP | 0.0000 | N | |
| SICK LEAVE | 40.00 | N | 0.00 | AP | 0.0000 | N | |
| PERSONAL NECESSITY | 16.00 | N | 0.00 | AP | 0.0000 | N | |
| DIFFERENTIAL SICK LEAVE | 0.00 | N | 0.00 | AP | 0.0000 | N | |
| COMPENSATORY TIME | 0.00 | N | 0.00 | | 1.0000 | N | |
| INDUSTRIAL LEAVE | 0.00 | N | 0.00 | AP | 0.0000 | N | |
| FLOATING HOLIDAY | 0.00 | N | 0.00 | AP | 0.0000 | N | |
| DAY OF CHOICE | 0.00 | N | 0.00 | AP | 0.0000 | N | |
| EXTENDED SICK LEAVE | 0.00 | N | 0.00 | | 1.0000 | N | |

3 records listed

| Seq | Reason | Lv Group | Units | Type | Date | Remark | Audit |
|------|------------|-------------|------------------|------|------------|--------|------------|
| 0003 | A3 ACC P/N | AV ADM12/8V | 16.00 nnYnnnnnnn | H | 07/01/2015 | | 01/15/2016 |
| 0002 | A2 ACC S/L | AV ADM12/8V | 40.00 nYnnnnnnnn | H | 07/01/2015 | | 01/15/2016 |
| 0001 | A1 ACC VAC | AV ADM12/8V | 80.00 Ynnnnnnnnn | H | 07/01/2015 | | 01/15/2016 |

List of Options...

[illegible]

Access Previously Found Employees & Employee Lists

HR Absence Tracking 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help+Video

Lookup

☒ SSN ☐ Ext Ref ☐ Name Include Terminated ☒

DI: 39 --

SMITH, GRANNY
 SMITH, SFIRST
 PERSON, REALLIE A
 Da Go Family
 Employees with D in FN
 Labels
 Multi-di List

Leave Group:
 Membership:
 Leave Base: Service:
 Leave Status:
 Hours/Day: Return:
 Days/Year: Leave Group Pay Rate:
 Months/Year: Employee Pay Rate: Freeze Pay Rate: ☐

Balance As Of: / /

| Leave | Balance | Over | Acc Hours | Calc | FTE | Prob | Prob End |
|-------|---------|------|-----------|------|-----|------|----------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Latest Comment:

Hired: Longevity Base: Terminated:

Quick View

Select:

- ☐ All
- ☒ Recent Transactions
- ☐ From Date
- ☐ Previous Days
- ☐ Reason Code
- ☐ Absence Bucket

Display: ☒ Detail ☐ Summary

Units Format: ☐ Database ☒ Balance

Remark Length: 10 Number of transactions: 20

Display most recent detail first? ☒ Audit Info ☒

Order by: ABTUPD Setting (Transaction Sequence)

No records listed

| Seq | Reason | Lv Group | Units | Type | Date | Remark |
|-----|--------|----------|-------|------|------|--------|
| | | | | | | |

Selecting a List Returns all in a Grid

HR Absence Tracking QSS/OASIS

File Options Help

Search Complete. Found 17 employees. **Lookup**

☒ SSN
 ☐ Ext Ref
 ☐ Name
 Include Terminated ☒

DI: 82
 --
 Hired:
 Longevity Base:
 Terminated:

| Name | Employee | G | Ty | Site | BU | RC | LG | Terminated | Work Phone |
|------|-------------|---|----|------|----|----|----|------------|------------|
| | 000-00-0000 | F | AS | 0000 | 03 | 10 | | | |
| | 000-00-0000 | F | AS | 0000 | 03 | 10 | | | |
| | 000-00-0000 | F | BS | 0000 | 03 | 20 | | | |
| | 000-00-0000 | M | AS | 0000 | 03 | 10 | | | |
| | 000-00-0000 | F | BS | 0000 | 03 | 20 | | | |
| | 000-00-0000 | F | AS | 0000 | 03 | 10 | | | |
| | 000-00-0000 | M | BS | 0000 | 03 | 20 | | | |
| | 000-00-0000 | F | BS | 0000 | 03 | 20 | 2R | | |
| | 000-00-0000 | F | AS | 0000 | 03 | 10 | | | |
| | 000-00-0000 | F | AS | 0000 | 03 | 10 | | | |
| | 000-00-0000 | M | AS | 0000 | 03 | 10 | | | |
| | 000-00-0000 | F | BS | 0000 | 03 | 20 | | | |
| | 000-00-0000 | F | AS | 0000 | 03 | 10 | | | |
| | 000-00-0000 | M | AS | 0000 | 03 | 10 | | | |
| | 000-00-0000 | F | AS | 0000 | 03 | 10 | | | |
| | 000-00-0000 | F | AS | 0000 | 03 | 10 | | | |
| | 000-00-0000 | M | AS | 0000 | 03 | 10 | | | |

The ABT Grid cannot be customized

Yr:2006 Dist:82 Site:0 3/2/2007 6:06 PM

The ABT Grid cannot be customized

Select Employee with F4 or Dbl Click

HR Absence Tracking B2 - QSS DEMONSTRATION DISTRICT QSS/OASIS

Options Help

Look up

☒ SSN ☐ Ext Rel ☐ Name
 DI: 82 -- Include Terminated ☒ no extrel 1001-1000000

Hired: 08/11/1994 Longevity Base: 08/11/1994 Terminated:

Leave Group: 2R CLASSIFIED
 Membership: 08/09/2001 End:
 Leave Base: Service Years: Y6 (08/11/1994 Long)
 Leave Status: Active employee Start:
 Hours/Day: Return:
 Days/Year: Leave Group Pay Rate: 22.00
 Months/Year: Employee Pay Rate:

Quick View
 Select:
☐ All Display: ☒ Detail ☐ Summary
☒ Recent Transactions
☐ From Date Units Format: ☐ Database ☒ Balance
☐ Previous Days
☐ Reason Code Number of transactions: 20
☐ Absence Bucket Display most recent detail first? ☒

6 records listed

| Seq | Reason | Units | Type | Date | Remarks |
|------|-------------|--------------------------|------|------------|-------------------|
| 0006 | V1 VACATION | 45.00 n/n/n/n/n/n/n/n | H | 02/01/2001 | MY REMARKS TEEEXT |
| 0005 | V1 VACATION | 4.00 n/n/n/n/n/n/n/n | H | 01/01/2001 | MY REMARKS TEEEXT |
| 0004 | V1 VACATION | -4.00 n/n/n/n/n/n/n/n | H | 01/01/2001 | MY REMARKS TEEEXT |
| 0003 | S1 SICK | 8.00 Y/n/n/n/n/n/n/n | H | 01/01/2001 | MY REMARKS TEEEXT |
| 0002 | V1 VACATION | -8.00 n/n/n/n/n/n/n/n | H | 06/01/2001 | MY REMARKS TEEEXT |
| 0001 | V1 VACATION | -8.00 n/n/n/n/n/n/n/n | H | 07/01/2001 | MY REMARKS TEEEXT |

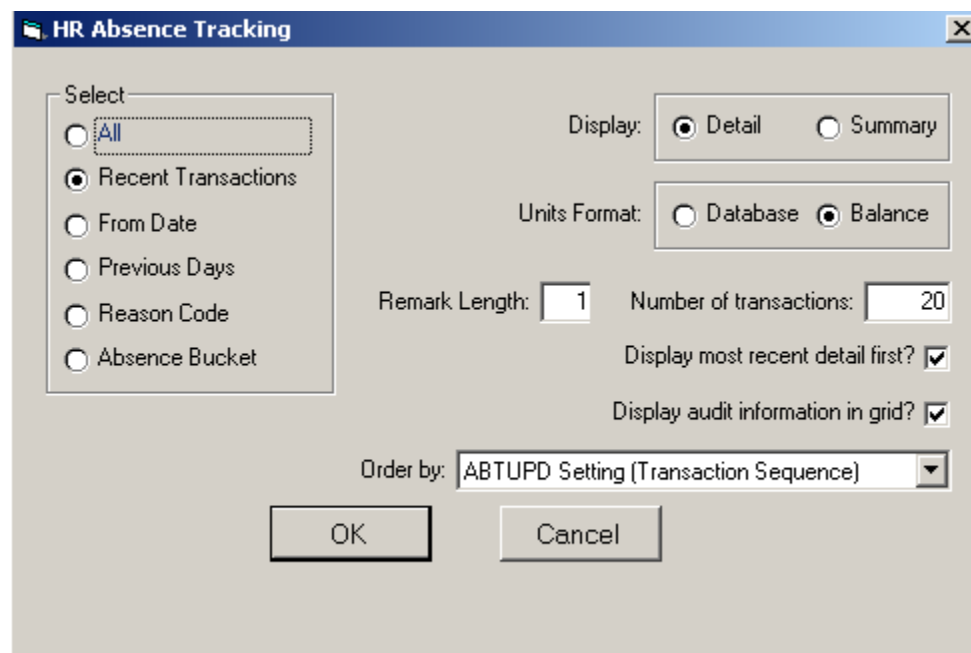
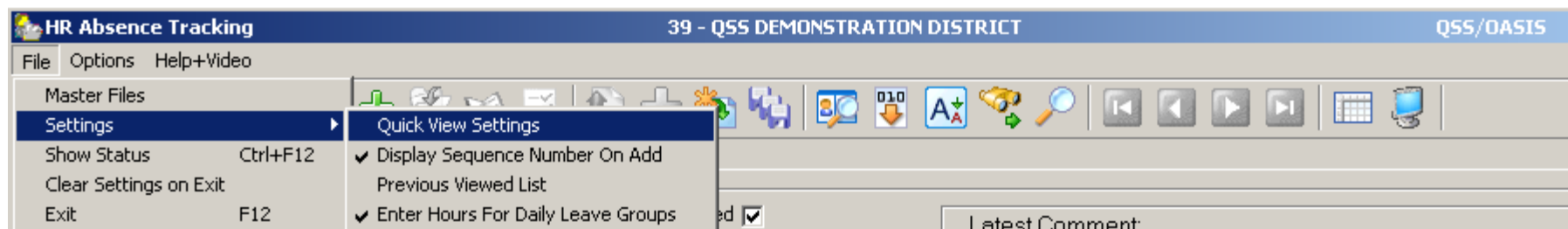
| Leave | Balance | Over | Acc Hours | Calc | FTE | Prob | Prob End |
|-----------------------------|---------|------|-----------|------|--------|------|----------|
| SICK | 8.00 | N | 96.00 | AP | 1.0000 | N | |
| VACATION | 117.00 | N | 136.00 | AP | 1.0000 | N | |
| PERSONAL NECESSITY | 56.00 | N | 56.00 | AP | 1.0000 | N | |
| COMPELLING PERSONAL IMPORT. | 16.00 | N | 16.00 | AP | 1.0000 | N | |
| INDUSTRIAL ACCIDENT | 0.00 | N | 0.00 | AP | 1.0000 | N | |
| BEREAVEMENT | 0.00 | N | 0.00 | AP | 1.0000 | N | |
| JURY DUTY | 0.00 | N | 0.00 | AP | 1.0000 | N | |
| WITHOUT PAY | 0.00 | N | 0.00 | AP | 1.0000 | N | |
| DIFFERENTIAL | 0.00 | N | 0.00 | AP | 1.0000 | N | |
| OTHER | 0.00 | N | 0.00 | AP | 1.0000 | N | |

Yr:2006 Dist:82 Site:0 3/2/2007 6:06 PM

QSS/OASIS Absence Tracking

Quick View (QV)

Configure Quick View...



Quick View – Right Click Options

HR Absence Tracking 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help+Video

Look up

☒ SSN ☐ Ext Ref ☐ Name Include Terminated ☒

DI: 39 -- -- xxx-xx-1000 001006
 PAID, TRUE

Latest Comment: 12/01/2008 (1 Line)
 Hired: 01/24/2000 Longevity Base: Terminated:

Leave Group: AV ADMIN/12MO/8HR/V
 Membership: 04/10/2010 End: Service Years: Y4 (01/24/2000 Hire)
 Leave Base: Leave Status: Active employee Start: Hours/Day: Return: Days/Year: Leave Group Pay Rate: 25.00 Months/Year: Employee Pay Rate: Freeze Pay Rate:

Balance As Of: / / Refresh

Quick View
 Select: ☐ All ☒ Recent Transactions ☐ From Date ☐ Previous Days ☐ Reason Code ☐ Absence Bucket
 Display: ☒ Detail ☐ Summary
 Units Format: ☐ Database ☒ Balance
 Remark Length: 10 Number of transactions: 20
 Display most recent detail first? ☒ Audit Info ☒
 Order by: ABTUPD Setting (Transaction Sequence)

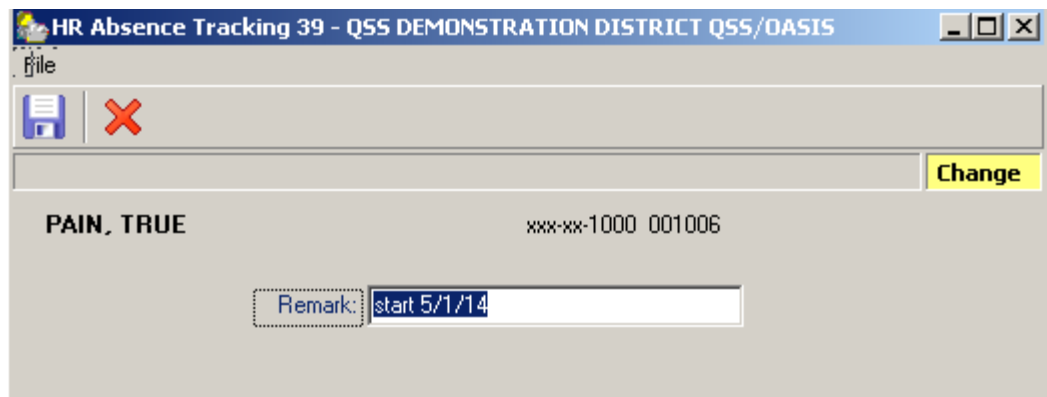
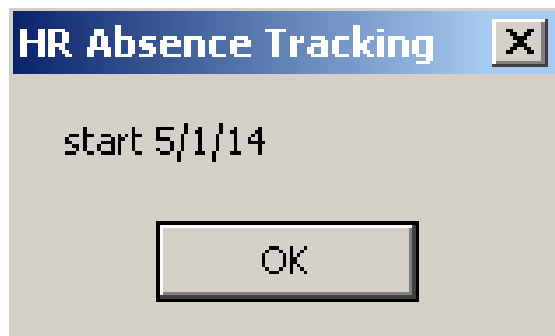
12 records listed

| Leave | Balance | Over | Acc Hours | Calc | FTE | Prob | Prob End |
|-------------------------|----------|------|-----------|------|--------|------|------------|
| VACATION | 0.00 | N | 200.04 | AP | 1.0000 | N | |
| SICK LEAVE | 5.00 | N | 96.00 | AP | 1.0000 | Y | 10/10/2010 |
| PERSONAL NECESSITY | 46.00 | N | 56.00 | AP | 1.0000 | Y | 10/10/2010 |
| DIFFERENTIAL SICK LEAVE | 2,010.00 | N | 800.00 | AP | 1.0000 | N | |
| COMPENSATORY TIME | 0.00 | N | 0.00 | | 1.0000 | N | |
| INDUSTRIAL LEAVE | 0.00 | N | 480.00 | AP | 1.0000 | N | |
| FLOATING HOLIDAY | 0.00 | N | 8.00 | AP | 1.0000 | N | |
| DAY OF CHOICE | 0.00 | N | 16.00 | AP | 1.0000 | N | |
| EXTENDED SICK LEAVE | 0.00 | N | 0.00 | | 1.0000 | N | |

| Seq | Reason | Lv Group | Units | Type | Date | Remark | Audit |
|------|-------------|-------------|------------|------|------------|-----------|------------|
| 0012 | S SICK L | AV | 4.00 | H | 01/12/2016 | TRUE SICK | 01/12/2016 |
| 0011 | S SICK L | | | | | | 06/18/2014 |
| 0010 | S SICK L | | | | | | 06/18/2014 |
| 0009 | S SICK L | | | | | | 06/18/2014 |
| 0008 | PN PERS M | | | | | | 05/22/2014 |
| 0007 | PN PERS NEC | ADM12/8V | nYnnnnnnnn | | | | 05/22/2014 |
| 0006 | A2 ACC S/L | AV ADM12/8V | 40.00 | H | 05/22/2014 | | 05/22/2014 |
| 0005 | A3 ACC P/N | AV ADM12/8V | 40.00 | H | 05/22/2014 | | 05/22/2014 |
| 0004 | PN PERS NEC | AV ADM12/8V | -2.00 | H | 04/20/2010 | | 04/29/2010 |

View/Change Transaction
 View Remark
 Quick Change Remark
 Return To Summary
 Show detail for reason code: S
 Show detail with affected bucket(s) included
 Show detail with any affected bucket(s)
 Show detail matching affected bucket(s) exactly
 Autosize Grid Columns

QV - View or Quick Change a Remark



Remarks are limited to:
Version H – 16 characters
Version L – 60 characters

QV - View/Change Transaction

HR Absence Tracking 82 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Option

Next Absence [F6] Inspect

no extref xxx-xx-xxxx

| Tran | RC | Units | Date |
|------|----|-------|------------|
| 0006 | V1 | 45.00 | 02/01/2001 |

Reason Code: V1 - VACATION Leave Group: 2R

Absence Units: -45.00 Unit Type: H

Units Docked: 0.00 Borrowed: N

Starting Date: 02/01/2001 Accrual: N

Ending Date: 02/01/2001 Orphan: N

Remark: GOOD VACATION Added: QSS - 10/19/2001

Position: Changed: QSS - 10/25/2001

Category:

| Leave | Balance | New Balance | Leave | Balance | New Balance |
|---------------------|---------|-------------|-----------------------------|---------|-------------|
| SICK | 8.00 | 8.00 | VACATION | 117.00 | 117.00 |
| PERSONAL NECESSITY | 56.00 | 56.00 | COMPPELLING PERSONAL IMPOR1 | 16.00 | 16.00 |
| INDUSTRIAL ACCIDENT | 0.00 | 0.00 | BEREAVEMENT | 0.00 | 0.00 |
| JURY DUTY | 0.00 | 0.00 | WITHOUT PAY | 0.00 | 0.00 |
| DIFFERENTIAL | 0.00 | 0.00 | OTHER | 0.00 | 0.00 |

Adj Svc Date: 08/11/1994 Hrs/day: Months/yr: 0.00 FTE: 1.0000

Position:

Yr:2006 Dist:82 Site:0 3/2/2007 6:09 PM


QSS/OASIS Absence Tracking

More Options & Features

Export Absences...

Grid Output

File Options



| Seq | RC | RC Name | Units | BA Flags | Type | Start Date | End Date | Remarks |
|------|----|----------|-------|------------|------|------------|------------|---------|
| 0006 | V1 | VACATION | 45.00 | nYnnnnnnnn | H | 02/01/2001 | 02/01/2001 | GOOD |
| 0005 | V1 | VACATION | 4.00 | nYnnnnnnnn | H | 01/01/2001 | 01/01/2001 | MY |
| 0004 | V1 | VACATION | -4.00 | nYnnnnnnnn | H | 01/01/2001 | 01/01/2001 | MY |
| 0003 | S1 | SICK | 8.00 | Ynnnnnnnnn | H | 01/01/2001 | 01/01/2001 | MY |
| 0002 | V1 | VACATION | -8.00 | nYnnnnnnnn | H | 08/01/2001 | 08/01/2001 | MY |
| 0001 | V1 | VACATION | -8.00 | nYnnnnnnnn | H | 07/01/2001 | 07/01/2001 | MY |

Quick Name Search for a Smith

HR Absence Tracking B2 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Lookup

DI: 82 SSN: [Empty] Ext Ref: [Empty] Name: SMITH, S Include Terminated: ☒ 000001

Hired: 09/06/1968 Longevity Base: 09/06/1968 Terminated: [Empty]

Leave Group: 2R CLASSIFIED

Membership: 07/01/2000 End: [Empty]

Leave Base: 07/01/2000 Service Years: Y2

Leave Status: Active employee Start: [Empty]

Hours/Day: 3.00 Return: [Empty]

Days/Year: 250.00 Leave Group Pay Rate: 22.00

Months/Year: 12.00 Employee Pay Rate: [Empty]

Quick View

Select: ☐ All ☒ Recent Transactions ☐ From Date ☐ Previous Days ☐ Reason Code ☐ Absence Bucket

Display: ☒ Detail ☐ Summary

Units Format: ☐ Database ☒ Balance

Number of transactions: 20

Display most recent detail first? ☒

20 records listed

| Leave | Balance | Over | Acc Hours | Calc | FTE | Prob | Prob End |
|-----------------------------|---------|------|-----------|------|--------|------|----------|
| SICK | 5.00 | N | 36.00 | AP | 0.3750 | N | |
| VACATION | 2.25 | N | 39.00 | AP | 0.3750 | N | |
| PERSONAL NECESSITY | 0.00 | N | 21.00 | AP | 0.3750 | N | |
| COMPELLING PERSONAL IMPORT. | 3.00 | N | 6.00 | AP | 0.3750 | N | |
| INDUSTRIAL ACCIDENT | 0.00 | N | 0.00 | AP | 0.3750 | N | |
| BEREAVEMENT | 0.00 | N | 0.00 | AP | 0.3750 | N | |
| JURY DUTY | 0.00 | N | 0.00 | AP | 0.3750 | N | |
| WITHOUT PAY | 0.00 | N | 0.00 | AP | 0.3750 | N | |
| DIFFERENTIAL | 0.00 | N | 0.00 | AP | 0.3750 | N | |
| OTHER | -20.00 | N | 0.00 | AP | 0.3750 | N | |

| Seq | Reason | Units | Type | Date | Remarks |
|------|-------------|--------|------|------------|------------------|
| 1338 | S1 SICK | -1.00 | H | 02/23/2007 | Testing |
| 1337 | S1 SICK | -1.00 | H | 02/23/2007 | Why go there? |
| 1336 | C3 ACC CPE | -2.00 | H | 02/23/2007 | testing server |
| 1335 | C3 ACC CPE | -1.00 | H | 02/23/2007 | Testing Server |
| 1334 | S1 SICK | 8.00 | H | 02/02/2007 | A TEST COMMENT |
| 1333 | S1 SICK | -2.00 | H | 01/30/2007 | test for dapster |
| 1332 | Z4 RES OTHR | -20.00 | H | 12/16/2006 | ANOTHER REMARK |
| 1331 | V1 VACATION | -12.00 | H | 12/15/2006 | A BUNCH OF WS |
| 1330 | S1 SICK | -1.00 | H | 12/14/2006 | test for demo |
| 1329 | S1 SICK | -6.00 | H | 12/14/2006 | Half a day sick |
| 1328 | B1 BEREAVE | 8.00 | H | 12/14/2006 | Add back bereave |
| 1327 | B1 BEREAVE | -5.00 | H | 12/14/2006 | Testing Add |

Yr:2006 Dist:82 Site:0 3/2/2007 6:10 PM

Use VCR Buttons or F5/F6 to Navigate Search Results

HR Absence Tracking 02 - QSS DEMONSTRATION DISTRICT OSS/OASIS

File Options Help

Next Employee [F6]

Lookup

DI 02 SSN 000001 Name SMITH, S Include Terminated ☒

Leave Group: 2R CLASSIFIED

Membership: 07/01/2000 End:

Leave Base: 07/01/2000 Service Years: Y2

Leave Status: Active employee Start:

Hours/Day: 3.00 Return:

Days/Year: 250.00 Leave Group Pay Rate: 22.00

Months/Year: 12.00 Employee Pay Rate:

Quick View

Select

☐ All ☒ Recent Transactions ☐ From Date ☐ Previous Days ☐ Reason Code ☐ Absence Bucket

Display: ☒ Detail ☐ Summary

Units Format: ☐ Database ☒ Balance

Number of transactions: 20

Display most recent detail first? ☒

20 records listed

| Seq | Reason | Units | Type | Date | Remarks |
|------|--------------|--------|------|------------|------------------|
| 1338 | S1 SICK | -1.00 | H | 02/23/2007 | Testing |
| 1337 | S1 SICK | -1.00 | H | 02/23/2007 | Why go there? |
| 1336 | C3 ACC CPT | -2.00 | H | 02/23/2007 | testing server |
| 1335 | C3 ACC CPT | -1.00 | H | 02/23/2007 | Testing Server |
| 1334 | S1 SICK | 8.00 | H | 02/02/2007 | A TEST COMMENT |
| 1333 | S1 SICK | -2.00 | H | 01/30/2007 | test for depster |
| 1332 | Z4 RES OTHER | -20.00 | H | 12/16/2006 | ANOTHER REMARK |
| 1331 | V1 VACATION | -12.00 | H | 12/15/2006 | A BUNCH OF W'S |
| 1330 | S1 SICK | -1.00 | H | 12/14/2006 | test for demo |
| 1329 | S1 SICK | -6.00 | H | 12/14/2006 | Half a day sick |
| 1328 | B1 BEREAVE | 8.00 | H | 12/14/2006 | Add back bereave |
| 1327 | B1 BEREAVE | -5.00 | H | 12/14/2006 | Testing Add |

Yr:2006 Dist:02 Site:0 3/2/2007 6:10 PM

Maintain Absence Comments

Absence Tracking Comments 82 - QSS DEMONSTRATION DISTRICT QSS/O...

File Option

Inspect

SMITH, S 000001 XXX-XX-XXXX

Leave Group: 2R CLASSIFIED

Membership: 07/01/2000 End:

Leave Status: Active employee Start:

Leave Base: 07/01/2000 Return:

Service Years: Y2

| Date | Comments |
|------------|--|
| 11/06/2006 | THIS IS THE FIRST LINE OF ABSENCE COMMENTS WHICH ARE BEING RECORDED FOR POSTERITY AND PROOF THAT THE NEW GUI SOFTWARE CAN STORE COMMENTS WHICH ARE LINE WRAPPED. BUT YET are stored in fixed fields in the database. |
| 12/11/2006 | this is a comment which was typed in while showing this cool screen b really ready to start entering many comments because this is too cool. |
| 12/12/2006 | More commentary for this employee. |
| 12/13/2006 | And some more commentary for this employee who really needs lots of commentary. |
| 12/14/2006 | And some more commentary notes which are now too easy to enter. |

Yr:2006 Dist:82 Site:0 3/2/2007 6:11 PM

Security can be set up to restrict access for certain users

View Accrual Rules

Accrual Rules 82 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Option

Inspect

Leave Group: 2R CLASSIFIED

Service Years: Y2 (6-7) Hours Per Day: 8.00 Accrual Is In: Hours

| Leave | Acc Rate | Carry Over | Max Acc | Calc | Code | Prob Val | Rule | Reset | Roll | Work Cal | JASONDJFMAMJ |
|-----------------------------|----------|------------|---------|------|------|----------|------|-------|------|----------|---------------|
| ▶ SICK | 96.00 | 9999.99 | 9999.99 | AP | | 0.00 | B | 0.00 | AN | -- | YNNNNNNNNNNNN |
| VACATION | 104.00 | 9999.99 | 9999.99 | AP | | 0.00 | B | 0.00 | AN | -- | YNNNNNNNNNNNN |
| PERSONAL NECESSITY | 56.00 | 0.00 | 56.00 | AP | | 0.00 | BV | 0.00 | AN | -- | YNNNNNNNNNNNN |
| COMPELLING PERSONAL IMPORT. | 16.00 | 0.00 | 16.00 | AP | | 0.00 | BV | 0.00 | AN | -99- | YNNNNNNNNNNNN |
| INDUSTRIAL ACCIDENT | 0.00 | 0.00 | 0.00 | AP | | 0.00 | BV | 0.00 | AN | 00-- | YNNNNNNNNNNNN |
| BEREAVEMENT | 0.00 | 0.00 | 0.00 | AP | | 0.00 | BV | 0.00 | AN | 00-- | YNNNNNNNNNNNN |
| JURY DUTY | 0.00 | 0.00 | 0.00 | AP | | 0.00 | BV | 0.00 | AN | 00-- | YNNNNNNNNNNNN |
| WITHOUT PAY | 0.00 | 0.00 | 0.00 | AP | | 0.00 | BV | 0.00 | AN | 00-- | YNNNNNNNNNNNN |
| DIFFERENTIAL | 0.00 | 0.00 | 0.00 | AP | | 0.00 | BV | 0.00 | AN | 00-- | YNNNNNNNNNNNN |
| OTHER | 0.00 | 0.00 | 0.00 | AP | | 0.00 | BV | 0.00 | AN | 00-99- | YNNNNNNNNNNNN |

Yr:2006 Dist:82 Site:0 3/2/2007 6:12 PM

Change Employee's Leave Group

Transfer Leave Group 82 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Option

SMITH, S 000001 xxx-xx-xxxx

Membership: 07/01/2000 End: Leave Base: 07/01/2000 Service Years: Y2
 Leave Status: Active employee Start: Return:

Current Leave Group: 2R - CLASSIFIED Accrual Is In: Hours **New Leave Group: 2C - CONFIDENTIAL** Accrual Is In: Hours

Convert Balances: ☐

| Current Leave | Balance | New Leave | Transfer From Current Leave | Balance |
|-------------------------------|---------|-------------------------------|------------------------------------|---------|
| SICK | 5.00 | ► SICK | 01 - SICK | 5.00 |
| VACATION | 2.25 | VACATION | 02 - VACATION | 2.25 |
| PERSONAL NECESSITY | 0.00 | PERSONAL NECESSITY | 03 - PERSONAL NECESSITY | 0.00 |
| COMPELLING PERSONAL IMPORTANT | 3.00 | COMPELLING PERSONAL IMPORTANT | 04 - COMPELLING PERSONAL IMPORTANT | 3.00 |
| INDUSTRIAL ACCIDENT | 0.00 | INDUSTRIAL ACCIDENT | 05 - INDUSTRIAL ACCIDENT | 0.00 |
| BEREAVEMENT | 0.00 | BEREAVEMENT | 06 - BEREAVEMENT | 0.00 |
| JURY DUTY | 0.00 | JURY DUTY | 07 - JURY DUTY | 0.00 |
| WITHOUT PAY | 0.00 | WITHOUT PAY | 08 - WITHOUT PAY | 0.00 |
| DIFFERENTIAL | 0.00 | DIFFERENTIAL | 09 - DIFFERENTIAL | 0.00 |
| OTHER | -20.00 | OTHER | 10 - OTHER | 20.00 |

Yr:2006 Dist:82 Site:0 3/2/2007 6:13 PM

QSS/OASIS Absence Tracking

Adding Absences

Add Absences for Employee

HR Absence Tracking 82 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Option

SMITH, S 000001 XXX-XX-XXXX

Reason Code: Leave Group: 2R

Absence Units: 0.00 Unit Type: H

Units Docked: 0.00

Starting Date: 03/02/2007

Ending Date: 03/02/2007

Remark:

Position:

Category:

| Tran | RC | Units | Date |
|------|----|-------|------|
| | | | |

| Leave | Balance | New Balance | Leave | Balance | New Balance |
|---------------------|---------|-------------|----------------------------|---------|-------------|
| SICK | 5.00 | 5.00 | VACATION | 2.25 | 2.25 |
| PERSONAL NECESSITY | 0.00 | 0.00 | COMPELLING PERSONAL IMPORT | 3.00 | 3.00 |
| INDUSTRIAL ACCIDENT | 0.00 | 0.00 | BEREAVEMENT | 0.00 | 0.00 |
| JURY DUTY | 0.00 | 0.00 | WITHOUT PAY | 0.00 | 0.00 |
| DIFFERENTIAL | 0.00 | 0.00 | OTHER | -20.00 | -20.00 |

Adj Svc Date: 07/01/2000 Hrs/day: 3.00 Months/yr: 12.00 FTE: 0.3750

Position:

Yr:2006 Dist:82 Site:0 3/2/2007 6:14 PM

Quick Add Absences

HR Absence Tracking 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Option

Add Immediate

Hired: 01/24/2000 Longevity Base: Terminated:

PAIN, TRUE xxx-xx-1000 001006

Employee: pain, true

Leave Group: AV ADMIN/12MO/8HR/V

Hours/Day:

Reason Code: S - SICK LEAVE

Absence Units: 2.00

Unit Type: H

Starting Date: 01/15/2016

Ending Date: / /

Remark: sample quick add

Position:

Category:

| Leave | Balance | New Balance |
|-------------------------|----------|-------------|
| VACATION | 0.00 | 0.00 |
| SICK LEAVE | 5.00 | 3.00 |
| PERSONAL NECESSITY | 46.00 | 46.00 |
| DIFFERENTIAL SICK LEAVE | 2,010.00 | 2,010.00 |
| COMPENSATORY TIME | 0.00 | 0.00 |
| INDUSTRIAL LEAVE | 0.00 | 0.00 |
| FLOATING HOLIDAY | 0.00 | 0.00 |
| DAY OF CHOICE | 0.00 | 0.00 |
| EXTENDED SICK LEAVE | 0.00 | 0.00 |

| Trans Name | Reason Code | Units | Start | End | Remark | Position | Category |
|------------|-------------|-------|-------|-----|--------|----------|----------|
| | | | | | | | |

Quick Add – After Save

HR Absence Tracking 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Option

Update Complete Add Immediate

Hired: 01/24/2000 Longevity Base: Terminated:

PAIN, TRUE xxx-xx-1000 001006

Employee: pain, true

Leave Group: AV ADMIN/12MO/8HR/V

Hours/Day:

Reason Code:

Absence Units: 0.00

Unit Type: H

Starting Date: 01/15/2016

Ending Date: / /

Remark:

Position:

Category:


| Leave | Balance | New Balance |
|-------------------------|----------|-------------|
| VACATION | 0.00 | 0.00 |
| SICK LEAVE | 3.00 | 3.00 |
| PERSONAL NECESSITY | 46.00 | 46.00 |
| DIFFERENTIAL SICK LEAVE | 2,010.00 | 2,010.00 |
| COMPENSATORY TIME | 0.00 | 0.00 |
| INDUSTRIAL LEAVE | 0.00 | 0.00 |
| FLOATING HOLIDAY | 0.00 | 0.00 |
| DAY OF CHOICE | 0.00 | 0.00 |
| EXTENDED SICK LEAVE | 0.00 | 0.00 |

| Trans | Name | Reason Code | Units | Start | End | Remark | Position | Category |
|-------|------------|--------------|-------|------------|-----|------------------|----------|----------|
| 0013 | PAIN, TRUE | S SICK LEAVE | 2.00 | 01/15/2016 | | sample quick add | | |

Import Absences

HR Absence Tracking
39 - QSS DEMO(the train 29410)
QSS/OASIS

File Options Help+Video



☒ SSN
☐ Ext Ref
☐ Name

Include Terminated ☒

DI: 39 --

Leave Group:
Membership:
Leave Base:
Leave Status:
Hours/Day:
Days/Year:
Months/Year:

End:
Service Years:
Start:
Return:
Leave Group Pay Rate:
Employee Pay Rate:

Freeze Pay Rate: ☐

Balance As Of: / / Refresh

| Leave | Balance | Over | Acc Hours | Calc | FTE | Prob | Prob End |
|-------|---------|------|-----------|------|-----|------|----------|
| | | | | | | | |
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| | | | | | | | |

Latest Comment
Hired: Longevity Base: Terminated:

Quick View

Select
☒ All
☐ Recent Transactions
☐ From Date
☐ Previous Days
☐ Reason Code
☐ Absence Bucket

Display: ☒ Detail ☐ Summary
Units Format: ☐ Database ☒ Balance
Remark Length: 20
Display most recent detail first? ☒ Audit Info ☒
Order by: ABTUPD Setting (Transaction Sequence)

No records listed

| Seq | Reason | Lv Group | Units | Type | Date | Remark |
|-----|--------|----------|-------|------|------|--------|
| | | | | | | |

Yr:2008 Dist:39 Site:0 GS: W
4/11/2018 4:24 PM

Import Absences (Get an Excel File)

The screenshot illustrates the process of importing absences into a system. It features three overlapping windows:

- Grid Import**: The main application window with a menu bar (File, Options) and a toolbar. A red circle highlights the 'Import' icon (a folder with a green arrow) in the toolbar. A red arrow points from this icon to the 'Open' file dialog.
- Open**: A file selection dialog showing the path 'OS (C:) > QSS > Imp_Exp'. The file list includes:

| Name | Date modified | Type |
|---------------------------|-------------------|-----------|
| ABT_Imp_Sample.xlsx | 4/11/2018 4:23 PM | Microsoft |
| BDE_Imp_Sample.xlsx | 3/2/2017 1:38 PM | Microsoft |
| BDE_Imp_Sample_New.xlsx | 2/23/2017 9:47 AM | Microsoft |
| BDE_Imp_Sample_QSSUG.xlsx | 3/2/2017 3:52 PM | Microsoft |

The 'File name' field at the bottom is set to 'ABT_Imp_Sample.xlsx'. A blue arrow points from the 'Open' button to the 'Import data' dialog.
- Import data**: A small dialog box asking 'Does this file contain a header row?'. It has 'Yes' and 'No' buttons. A blue arrow points from the 'Open' button in the file dialog to this dialog.

The 'Grid Import' window also shows a table with columns 'Line', 'DI', and 'Employee'.

Import Absences (Get an Excel File)

Grid Import

File Options







Rows Imported:3 Errors:0

| Line | DI | Employee | RC | Units | Start Date | End Date | Remarks | Position | Category |
|------|----|----------|----|-------|------------|----------|-------------|----------|----------|
| 1 | 39 | 1006 | S | 8.00 | 4/3/2018 | | Flu | | |
| 2 | 39 | 1001 | V | 24.00 | 4/4/2018 | 4/6/2018 | Get Away | | |
| 3 | 39 | 555 | S | 8.00 | 4/6/2018 | | It's Friday | | |

Import Absences (Data Returned – Verify Only)

HR Absence Tracking 39 - QSS DEMO(the train 29410) QSS/OASIS

File Option

| DI | Employee | RC | Units | Start Date | End Date | Remarks | Position | Category | Status |
|----|----------|----|-------|------------|----------|-------------|----------|----------|--------|
| 39 | 001006 | S | 8.00 | 4/3/2018 | | Flu | | | |
| 39 | 001001 | V | 24.00 | 4/4/2018 | 4/6/2018 | Get Away | | | |
| 39 | 000555 | S | 8.00 | 4/6/2018 | | It's Friday | | | |

Yr:2008 Dist:39 Site:0 GS: W 4/11/2018 4:34 PM

Import Absences (Verify – Status Error)

HR Absence Tracking 39 - QSS DEMO(the train 29410) QSS/OASIS

File Option

Verifying Data for line number 3.

| DI | Employee | RC | Units | Start Date | End Date | Remarks | Position | Category | Status |
|----|----------|----|-------|------------|------------|-------------|----------|----------|---|
| 39 | 001006 | S | 8.00 | 04/03/2018 | 04/03/2018 | Flu | | | Verified |
| 39 | 001001 | V | 24.00 | 04/04/2018 | 04/06/2018 | Get Away | | | ERROR: Transaction will cause negative balance in bucket 1. Not allowed |
| 39 | 000555 | S | 8.00 | 04/06/2018 | 04/06/2018 | It's Friday | | | Verified |

QSSEmpABT

Errors occurred during validation, do you want to allow posting?

Yes No

QSS/OASIS Absence Tracking

Advanced Employee Search

Advanced Employee Search

HR Absence Tracking 82 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

General Information | Dates | Payroll

Search Lists: []

| | |
|----------------------------------|-------------------------|
| District: 82 | Terminated: [] |
| Street Address: [] | Gender: [] |
| City: [] | State: [] |
| Zip Code: [] | Home Phone: ([]) [] |
| Work Phone: ([]) [] Ext. [] | Ethnic Code: [] |
| Employee Type: [] | Work Location: [] |
| Job Code: [] | Job Category: [] |
| Report Code: [] | Bargaining Unit: [] |
| Leave Group: [] | Termination Reason: [] |

Yr:2006 Dist:82 Site:0 3/2/2007 6:17 PM

Can Select on Dates...

HR Absence Tracking 82 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

General Information **Dates** Payroll

Hire Date
Start: / /
End: / /

Original Hire Date
Start: / /
End: / /

Rehire Date
Start: / /
End: / /

Termination Date
Start: / /
End: / /

TB Expiration Date
Start: / /
End: / /

Finger Print Date
Start: / /
End: / /

Evaluation Due Date
Start: / /
End: / /

Last Check Date
Start: / /
End: / /

Seniority Date
Start: / /
End: / /

Previous Seniority Date
Start: / /
End: / /

Miscellaneous Date
Start: / /
End: / /

Birth Date
Start: / /
End: / /

Start Month/Day: /
End Month/Day: /

Longevity Base Date
Start: / /
End: / /

Start Month/Day: /
End Month/Day: /

Anniversary Base Date
Start: / /
End: / /

Start Month/Day: /
End Month/Day: /

Yr:2006 Dist:82 Site:0 3/2/2007 6:17 PM

...and Payroll Data

HR Absence Tracking 82 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

General Information | Dates | **Payroll**

Pay Location:

Pay Code:

Control Group:

Retirement System:

Bank Trans Type:

Bank ABA number:

Tax Information

| | Status | Exemption Range | Exempt |
|----------|--------------------------|---|----------------------|
| Federal: | <input type="checkbox"/> | <input type="text"/> - <input type="text"/> | <input type="text"/> |
| State: | <input type="checkbox"/> | <input type="text"/> - <input type="text"/> | <input type="text"/> |
| County: | <input type="checkbox"/> | <input type="text"/> - <input type="text"/> | <input type="text"/> |
| City: | <input type="checkbox"/> | <input type="text"/> - <input type="text"/> | <input type="text"/> |
| Local: | <input type="checkbox"/> | <input type="text"/> - <input type="text"/> | <input type="text"/> |

Yr:2006 Dist:82 Site:0 3/2/2007 6:17 PM

Advanced Search Criteria Can Be Saved for Later Use

HR Absence Tracking 82 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

General Information | Dates | Payroll

Search Lists:

- 'A' Males born in July
- Active Smiths...
- All employees in confidential leave group
- All employees in confidential leave group (not terminated)
- Men with last name starting with 'A' born in July

District: []

Street Address: [] Gender: []

City: [] State: []

Zip Code: [] Home Phone: ([]) []

Work Phone: ([]) [] Ext. [] Ethnic Code: []

Employee Type: [] Work Location: []

Job Code: [] Job Category: []

Report Code: [] Bargaining Unit: []

Leave Group: [] Termination Reason: []

Yr:2006 Dist:82 Site:0 3/2/2007 6:19 PM

Advanced Search Results

HR Absence Tracking 82 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Search Complete. Found 3 employees. Lookup

☐ SSN
 ☐ Ext Ref
 ☒ Name
 Include Terminated ☒

DI: 82
 SMITH,S
 Hired:
 Longevity Base:
 Terminated:


| Name | Employee | G | Ty | Site | BU | RC | LG | Terminated | Work Phone |
|------|-------------|---|----|------|----|----|----|------------|------------|
| A | 000-00-0000 | M | A1 | 0000 | 01 | 10 | | | |
| A | 000-00-0000 | M | B1 | 0000 | 02 | 20 | | | |
| AY/ | 000-00-0000 | M | A1 | 0000 | 01 | 10 | | | |

Yr:2006 Dist:82 Site:0 3/2/2007 6:19 PM

Export Search Results

Grid Output

File Options



| Name | History Name | Preferred Name | Employee ID | G | Ty | Site | BU | RC | LG | Terminated |
|------|--------------|----------------|-------------|---|----|------|----|----|----|------------|
| AL | | | 000-00-0000 | F | A5 | 0000 | 03 | 10 | | |
| BE | | | 000-00-0000 | F | A5 | 0000 | 03 | 10 | | |
| CL | | | 000-00-0000 | F | B5 | 0000 | 03 | 20 | | |
| CL | | | 000-00-0000 | M | A5 | 0000 | 03 | 10 | | |
| CF | | | 000-00-0000 | F | B5 | 0000 | 03 | 20 | | |
| GF | KA | | 000-00-0000 | F | A5 | 0000 | 03 | 10 | | |
| HE | C | | 000-00-0000 | M | B5 | 0000 | 03 | 20 | | |
| HO | | | 000-00-0000 | F | B5 | 0000 | 03 | 20 | 2R | |
| KN | M | | 000-00-0000 | F | A5 | 0000 | 03 | 10 | | |
| LI | | | 000-00-0000 | F | A5 | 0000 | 03 | 10 | | |
| M | NS | | 000-00-0000 | M | A5 | 0000 | 03 | 10 | | |
| M | | | 000-00-0000 | F | B5 | 0000 | 03 | 20 | | |
| M | | | 000-00-0000 | F | A5 | 0000 | 03 | 10 | | |
| P | | | 000-00-0000 | M | A5 | 0000 | 03 | 10 | | |
| S | A | | 000-00-0000 | F | A5 | 0000 | 03 | 10 | | |
| S | | | 000-00-0000 | F | A5 | 0000 | 03 | 10 | | |
| TA | | | 000-00-0000 | M | A5 | 0000 | 03 | 10 | | |

Detail Transaction Search

HR Absence Tracking 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

☒ All
 ☐ Employee Search
 ☐ PAIN, TRUE (xxx-xx-1000 001006)

General Information

Transaction Number From: To: Reason Code: B - BEREAVEMENT Accrual:
 Position: Leave Group: AV - ADMIN/12MO/8HR/V Corrected:
 Category: Absence Bucket: Moved:
 Remarks: Units Docked: To: Orphaned:
 Absence Bucket Mask: Units Absent: To: In: Borrowed:
 Start Date: End Date: Added Date:
 Start: / / End: / / Start: / / End: / / Start: / / End: / /
 Changed Date: Docked Date: Docked Changed Date:
 Start: / / End: / / Start: / / End: / / Start: / / End: / /
 Units Format: ☐ Database ☒ Balance

11 records listed

| Name | Employee | Trans | Reason | Leave Group | Units | Ty | Date | Remarks |
|--------------------|-------------|-------|--------|------------------------|---------------------|----|------------|---------------|
| BUILDER bob | 000-00-1201 | 0002 | B | AV ADMIN/12MO/8HR/V | -1.00 nnnnnnnnnn | H | 10/05/2012 | gaj test trad |
| COOPER REALLIE | 000-00-5555 | 0006 | B | AV ADMIN/12MO/8HR/V | -8.00 nnnnnnnnnn | H | 10/26/2007 | TESTING |
| TRAVON REALLIE | 000-00-0000 | 0006 | B | AV ADMIN/12MO/8HR/V | -8.00 nnnnnnnnnn | H | 10/26/2007 | TESTING |
| VOOKOR REALLIE | 000-00-0001 | 0006 | B | AV ADMIN/12MO/8HR/V | -8.00 nnnnnnnnnn | H | 10/26/2007 | TESTING |
| SOLOMON REALLIE | 000-00-0002 | 0006 | B | AV ADMIN/12MO/8HR/V | -8.00 nnnnnnnnnn | H | 10/26/2007 | TESTING |
| TUVALU REALLIE | 000-00-0003 | 0006 | B | AV ADMIN/12MO/8HR/V | -8.00 nnnnnnnnnn | H | 10/26/2007 | TESTING |
| VOGNER REALLIE | 000-00-0004 | 0006 | B | AV ADMIN/12MO/8HR/V | -8.00 nnnnnnnnnn | H | 10/26/2007 | TESTING |
| TIVEN REALLIE | 000-00-0005 | 0006 | B | AV ADMIN/12MO/8HR/V | -8.00 nnnnnnnnnn | H | 10/26/2007 | TESTING |
| SOLVER REALLIE | 000-00-0002 | 0006 | B | AV ADMIN/12MO/8HR/V | -8.00 nnnnnnnnnn | H | 10/26/2007 | TESTING |
| PERSNIKITY REALLIE | 000-00-1111 | 0006 | B | AV ADMIN/12MO/8HR/V | -8.00 nnnnnnnnnn | H | 10/26/2007 | TESTING |

QSS/OASIS Absence Tracking

Employee Maintenance ABT Leave Information

Emp. Maintenance (EM) – Leave Info

Leave Information 39 - The Train USD QSS/OASIS

File Options Window

Close Switch to: Deductions

PERSNIKITY, REALLIE xxx-xx-1111 1074 id: 5310563999 AB/MA/PR ChangeMode

DEA1-01/23/2014-14:18:48

Leave Group: AV ADMIN/12MO/8HR/V

Membership: 11/21/2007 End: 07/01/2007

Leave Base: Service Years: Y4 (07/01/1998 Hire)

Leave Status: Active employee Start:

Hours/Day: 18.00 Return:

Days/Year: 0.00 Leave Group Pay Rate: 25.00

Months/Year: 0.00 Employee Pay Rate: 0.00 Freeze Pay Rate ☐

Balance as of: Refresh

| Leave Bucket | Balance | Over | ACC Hours | Calc | FTE | Prob | Prob End |
|-------------------------|---------|------|-----------|------|--------|------|----------|
| VACATION | 56.00 | N | 0.00 | AP | 0.0000 | N | |
| SICK LEAVE | 8.25 | Y | 0.00 | AP | 0.0000 | N | |
| PERSONAL NECESSITY | 0.00 | N | 0.00 | AP | 0.0000 | N | |
| DIFFERENTIAL SICK LEAVE | 0.00 | N | 0.00 | AP | 0.0000 | N | |
| COMPENSATORY TIME | 0.00 | N | 0.00 | | 1.0000 | N | |
| INDUSTRIAL LEAVE | 0.00 | N | 0.00 | AP | 0.0000 | N | |
| FLOATING HOLIDAY | 0.00 | N | 0.00 | AP | 0.0000 | N | |
| DAY OF CHOICE | 0.00 | N | 0.00 | AP | 0.0000 | N | |
| EXTENDED SICK LEAVE | 0.00 | N | 0.00 | | 1.0000 | N | |
| | | | | | | | |

EM – Balances as of Date

Leave Information 39 - The Train USD QSS/OASIS

File Options Window

Close Switch to: Deductions

PERSNIKIT, REALLIE xxx-xx-1111 1074 id: 5310563999 AB/MA/PR ChangeMode

DEA1-01/23/2014-14:18:48

Leave Group: AV ADMIN/12MO/8HR/V

Membership: 11/21/2007 End: 07/01/2007

Leave Base: Service Years: Y4 {07/01/1998 Hire}

Leave Status: Active employee Start:

Hours/Day: 18.00 Return:

Days/Year: 0.00 Leave Group Pay Rate: 25.00

Months/Year: 0.00 Employee Pay Rate: 0.00 Freeze Pay Rate ☐

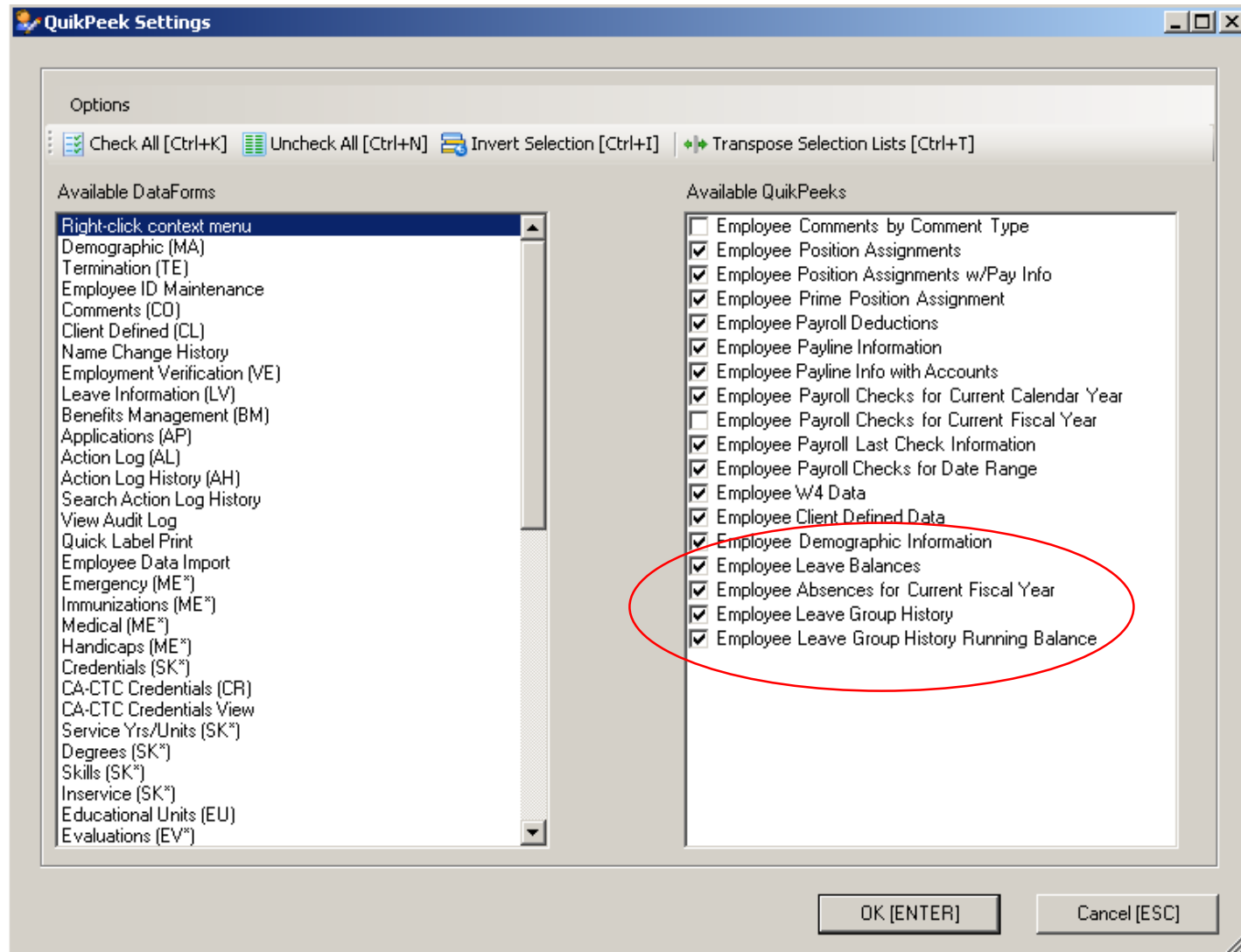
Balance as of: 07/01/2015 Refresh

| Leave Bucket | Balance | Over | ACC Hours | Calc | FTE | Prob | Prob End |
|-------------------------|---------|------|-----------|------|--------|------|----------|
| VACATION | 80.00 | N | 0.00 | AP | 0.0000 | N | |
| SICK LEAVE | 16.50 | Y | 0.00 | AP | 0.0000 | N | |
| PERSONAL NECESSITY | 0.00 | N | 0.00 | AP | 0.0000 | N | |
| DIFFERENTIAL SICK LEAVE | 0.00 | N | 0.00 | AP | 0.0000 | N | |
| COMPENSATORY TIME | 0.00 | N | 0.00 | | 1.0000 | N | |
| INDUSTRIAL LEAVE | 0.00 | N | 0.00 | AP | 0.0000 | N | |
| FLOATING HOLIDAY | 0.00 | N | 0.00 | AP | 0.0000 | N | |
| DAY OF CHOICE | 0.00 | N | 0.00 | AP | 0.0000 | N | |
| EXTENDED SICK LEAVE | 0.00 | N | 0.00 | | 1.0000 | N | |
| | | | | | | | |

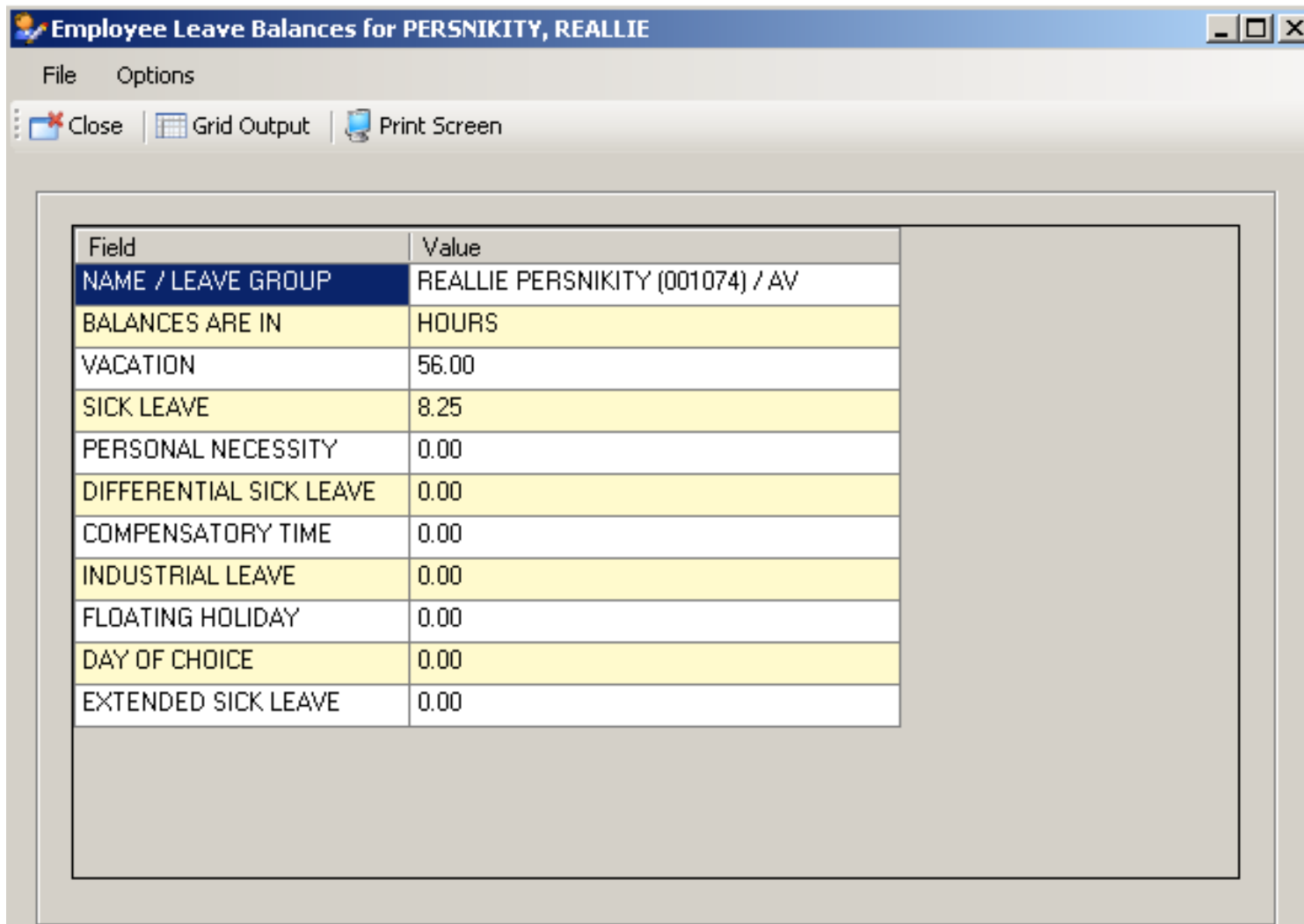
QSS/OASIS Absence Tracking

Employee Maintenance QuikPeeks

EM – ABT QuikPeeks



QuikPeek – Leave Balances

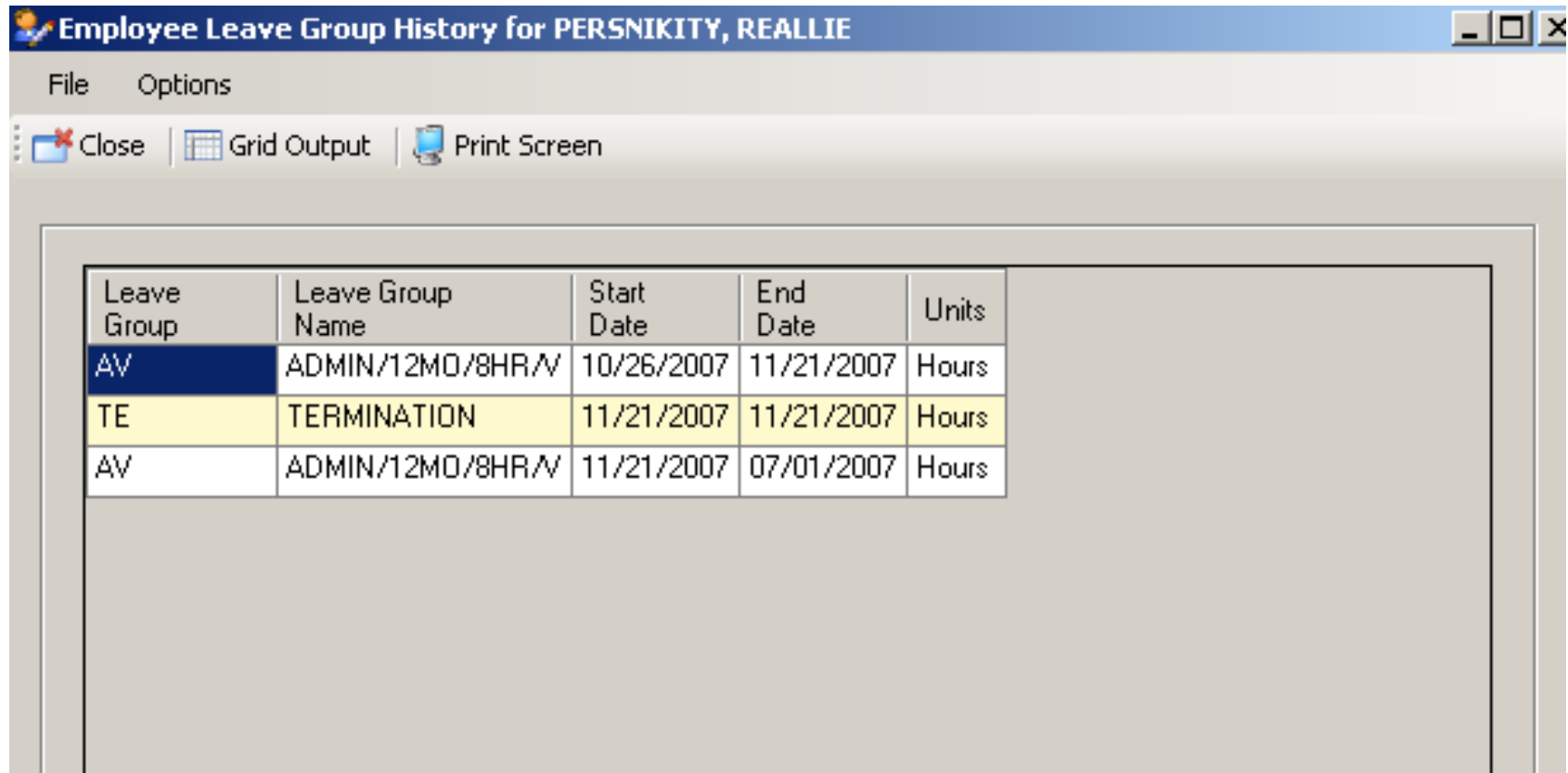


| Field | Value |
|-------------------------|----------------------------------|
| NAME / LEAVE GROUP | REALLIE PERSNIKITY (001074) / AV |
| BALANCES ARE IN | HOURS |
| VACATION | 56.00 |
| SICK LEAVE | 8.25 |
| PERSONAL NECESSITY | 0.00 |
| DIFFERENTIAL SICK LEAVE | 0.00 |
| COMPENSATORY TIME | 0.00 |
| INDUSTRIAL LEAVE | 0.00 |
| FLOATING HOLIDAY | 0.00 |
| DAY OF CHOICE | 0.00 |
| EXTENDED SICK LEAVE | 0.00 |

QuikPeek – Absences for Current FY

| Employee Absences for Current Fiscal Year for PERSNIKIT, REALLIE | | | | | | | | |
|--|-------------------------------------|-----------------------|---------|------------|------|------------|------------|------------------|
| File Options | | | | | | | | |
| Close Grid Output Print Screen | | | | | | | | |
| Seq | Reason | Leave Group | Units | Affected | Type | From Date | To Date | Remark |
| 0001 | A1 - ACCRUE VACATION | AV - ADMIN/12MO/8HR/V | 160.00 | Ynnnnnnnnn | H | 10/26/2007 | 10/26/2007 | |
| 0002 | A2 - ACCRUE SICK LEAVE | AV - ADMIN/12MO/8HR/V | 96.00 | nYnnnnnnnn | H | 10/26/2007 | 10/26/2007 | |
| 0003 | A3 - ACCRUE PERSONAL NECESSITY | AV - ADMIN/12MO/8HR/V | 16.00 | nnYnnnnnnn | H | 10/26/2007 | 10/26/2007 | |
| 0004 | A7 - ACCRUE FLOATING HOLIDAY | AV - ADMIN/12MO/8HR/V | 8.00 | nnnnnnYnnn | H | 10/26/2007 | 10/26/2007 | |
| 0005 | A8 - ACCRUE DAY OF CHOICE | AV - ADMIN/12MO/8HR/V | 8.00 | nnnnnnnYnn | H | 10/26/2007 | 10/26/2007 | |
| 0006 | B - BEREAVEMENT | AV - ADMIN/12MO/8HR/V | -8.00 | nnnnnnnnnn | H | 10/26/2007 | 10/26/2007 | TESTING |
| 0007 | V - VACATION | AV - ADMIN/12MO/8HR/V | -8.00 | Ynnnnnnnnn | H | 10/26/2007 | 10/26/2007 | LAZY DAY @ BEACH |
| 0008 | B1 - BALANCE FWD VACATION | AV - ADMIN/12MO/8HR/V | -152.00 | Ynnnnnnnnn | H | 11/21/2007 | 11/21/2007 | |
| 0009 | B2 - BALANCE FWD SICK LEAVE | AV - ADMIN/12MO/8HR/V | -96.00 | nYnnnnnnnn | H | 11/21/2007 | 11/21/2007 | |
| 0010 | B3 - BALANCE FWD PERSONAL NECESSITY | AV - ADMIN/12MO/8HR/V | -16.00 | nnYnnnnnnn | H | 11/21/2007 | 11/21/2007 | |
| 0011 | B7 - BALANCE FLOATING HOLIDAY | AV - ADMIN/12MO/8HR/V | -8.00 | nnnnnnYnnn | H | 11/21/2007 | 11/21/2007 | |
| 0012 | B8 - BALANCE DAY OF CHOICE | AV - ADMIN/12MO/8HR/V | -8.00 | nnnnnnnYnn | H | 11/21/2007 | 11/21/2007 | |
| 0013 | B2 - BALANCE FWD SICK LEAVE | TE - TERMINATION | 96.00 | nYnnnnnnnn | H | 11/21/2007 | 11/21/2007 | |
| 0014 | B2 - BALANCE FWD SICK LEAVE | TE - TERMINATION | -96.00 | nYnnnnnnnn | H | 11/21/2007 | 11/21/2007 | |
| 0015 | B2 - BALANCE FWD SICK LEAVE | AV - ADMIN/12MO/8HR/V | 96.00 | nYnnnnnnnn | H | 11/21/2007 | 11/21/2007 | |
| 0017 | V - VACATION | AV - ADMIN/12MO/8HR/V | -8.00 | Ynnnnnnnnn | H | 06/28/2008 | 06/28/2008 | TEST NEG. |
| 0018 | V - VACATION | AV - ADMIN/12MO/8HR/V | -8.00 | Ynnnnnnnnn | H | 06/29/2008 | 06/29/2008 | Another Neg Test |
| 0037 | S - SICK LEAVE | AV - ADMIN/12MO/8HR/V | -8.00 | nYnnnnnnnn | H | 06/29/2008 | 06/29/2008 | Testing |

QuikPeek – Leave Group History



| Leave Group | Leave Group Name | Start Date | End Date | Units |
|-------------|------------------|------------|------------|-------|
| AV | ADMIN/12MO/8HR/V | 10/26/2007 | 11/21/2007 | Hours |
| TE | TERMINATION | 11/21/2007 | 11/21/2007 | Hours |
| AV | ADMIN/12MO/8HR/V | 11/21/2007 | 07/01/2007 | Hours |

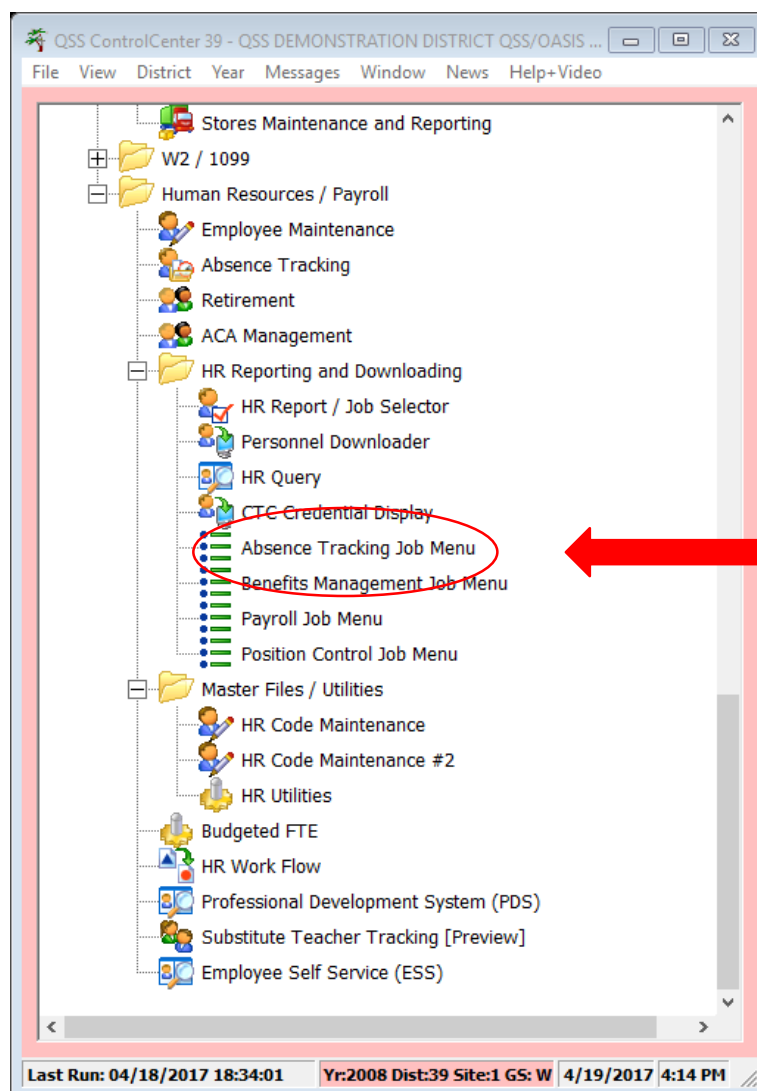
QuikPeek – Running Balance w/Detail

| Employee Leave Group History Running Balance for PERSNIKIT, REALIE | | | | | | | | | | | | |
|--|-----------|-------------|------------------|----------------|------------|------------|----------|--------|---------|-----------|------|----------|
| File Options | | | | | | | | | | | | |
| Close Grid Output Print Screen | | | | | | | | | | | | |
| Line No | Ab Seq No | Leave Group | Leave Group Name | Absence Reason | Start Date | End Date | Bucket # | Bucket | Hours | Hours Bal | Days | Days Bal |
| 0001 | 0001 | AV | ADMIN/12MO/8HR/V | A1 - ACC VAC | 10/26/2007 | 10/26/2007 | 01 | VAC | 160.00 | 160.00 | | |
| 0002 | 0002 | AV | ADMIN/12MO/8HR/V | A2 - ACC S/L | 10/26/2007 | 10/26/2007 | 02 | SL | 96.00 | 96.00 | | |
| 0003 | 0003 | AV | ADMIN/12MO/8HR/V | A3 - ACC P/N | 10/26/2007 | 10/26/2007 | 03 | PN | 16.00 | 16.00 | | |
| 0004 | 0004 | AV | ADMIN/12MO/8HR/V | A7 - ACC HF | 10/26/2007 | 10/26/2007 | 07 | HF | 8.00 | 8.00 | | |
| 0005 | 0005 | AV | ADMIN/12MO/8HR/V | A8 - ACC HD | 10/26/2007 | 10/26/2007 | 08 | HD | 8.00 | 8.00 | | |
| 0007 | 0007 | AV | ADMIN/12MO/8HR/V | V - VACATION | 10/26/2007 | 10/26/2007 | 01 | VAC | -8.00 | 152.00 | | |
| 0008 | 0008 | AV | ADMIN/12MO/8HR/V | B1 - BAL VAC | 11/21/2007 | 11/21/2007 | 01 | VAC | -152.00 | 0.00 | | |
| 0009 | 0009 | AV | ADMIN/12MO/8HR/V | B2 - BAL S/L | 11/21/2007 | 11/21/2007 | 02 | SL | -96.00 | 0.00 | | |
| 0010 | 0010 | AV | ADMIN/12MO/8HR/V | B3 - BAL P/N | 11/21/2007 | 11/21/2007 | 03 | PN | -16.00 | 0.00 | | |
| 0011 | 0011 | AV | ADMIN/12MO/8HR/V | B7 - BAL HF | 11/21/2007 | 11/21/2007 | 07 | HF | -8.00 | 0.00 | | |
| 0012 | 0012 | AV | ADMIN/12MO/8HR/V | B8 - BAL HD | 11/21/2007 | 11/21/2007 | 08 | HD | -8.00 | 0.00 | | |
| 0013 | 0013 | TE | TERMINATION | B2 - BAL S/L | 11/21/2007 | 11/21/2007 | 02 | SL | 96.00 | 96.00 | | |
| 0014 | 0014 | TE | TERMINATION | B2 - BAL S/L | 11/21/2007 | 11/21/2007 | 02 | SL | -96.00 | 0.00 | | |
| 0015 | 0015 | AV | ADMIN/12MO/8HR/V | B2 - BAL S/L | 11/21/2007 | 11/21/2007 | 02 | SL | 96.00 | 96.00 | | |
| 0016 | 0017 | AV | ADMIN/12MO/8HR/V | V - VACATION | 06/28/2008 | 06/28/2008 | 01 | VAC | -8.00 | -8.00 | | |
| 0017 | 0018 | AV | ADMIN/12MO/8HR/V | V - VACATION | 06/29/2008 | 06/29/2008 | 01 | VAC | -8.00 | -16.00 | | |
| 0018 | 0037 | AV | ADMIN/12MO/8HR/V | S - SICK LV | 06/29/2008 | 06/29/2008 | 02 | SL | -8.00 | 88.00 | | |
| 0019 | 0016 | AV | ADMIN/12MO/8HR/V | S - SICK LV | 04/01/2010 | 04/01/2010 | 02 | SL | -4.00 | 84.00 | | |
| 0020 | 0020 | AV | ADMIN/12MO/8HR/V | S - SICK LV | 01/01/2011 | 01/01/2011 | 02 | SL | -0.25 | 83.75 | | |

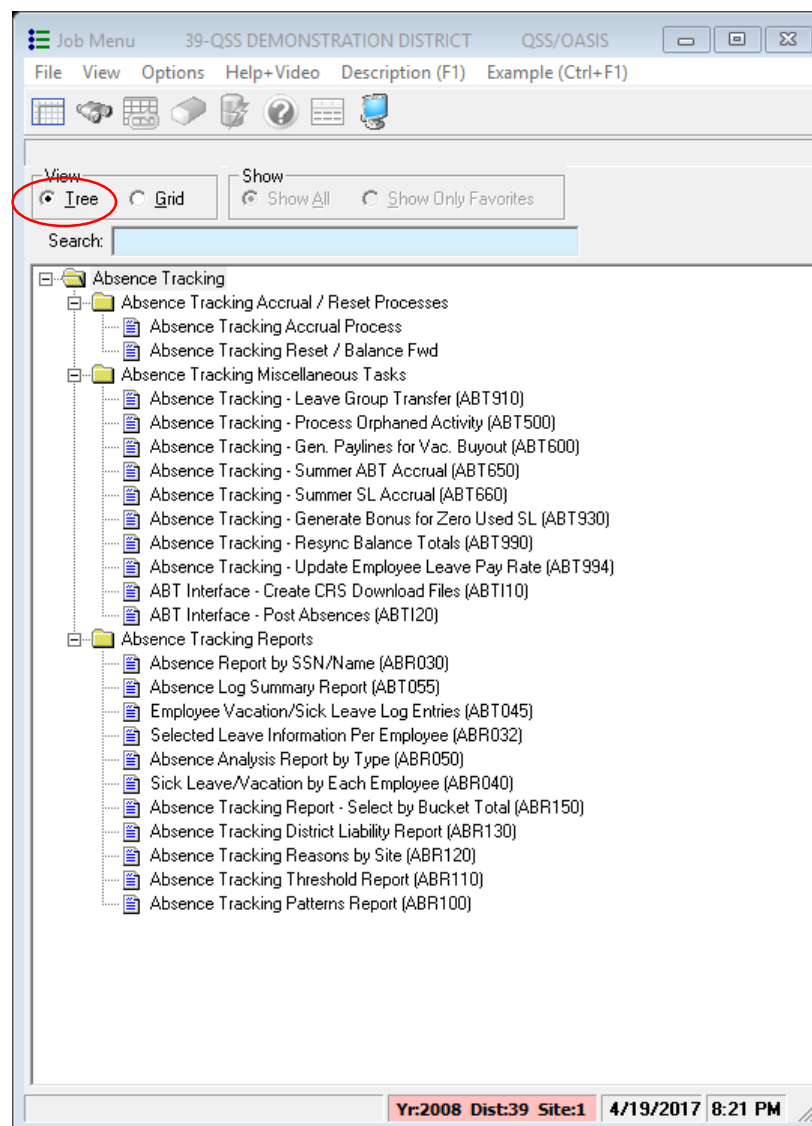
QSS/OASIS Absence Tracking

Absence Tracking Job Menu & HR Report/Job Selector

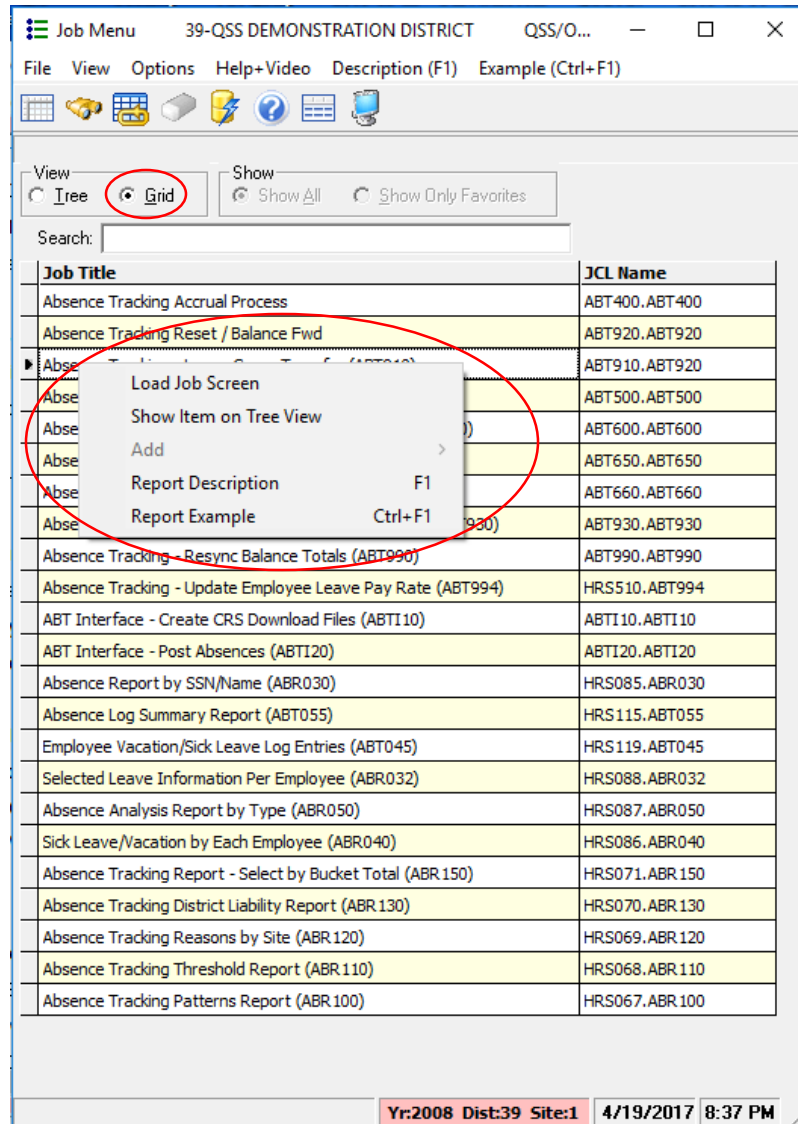
Absence Tracking Job Menu



Absence Tracking Job Menu

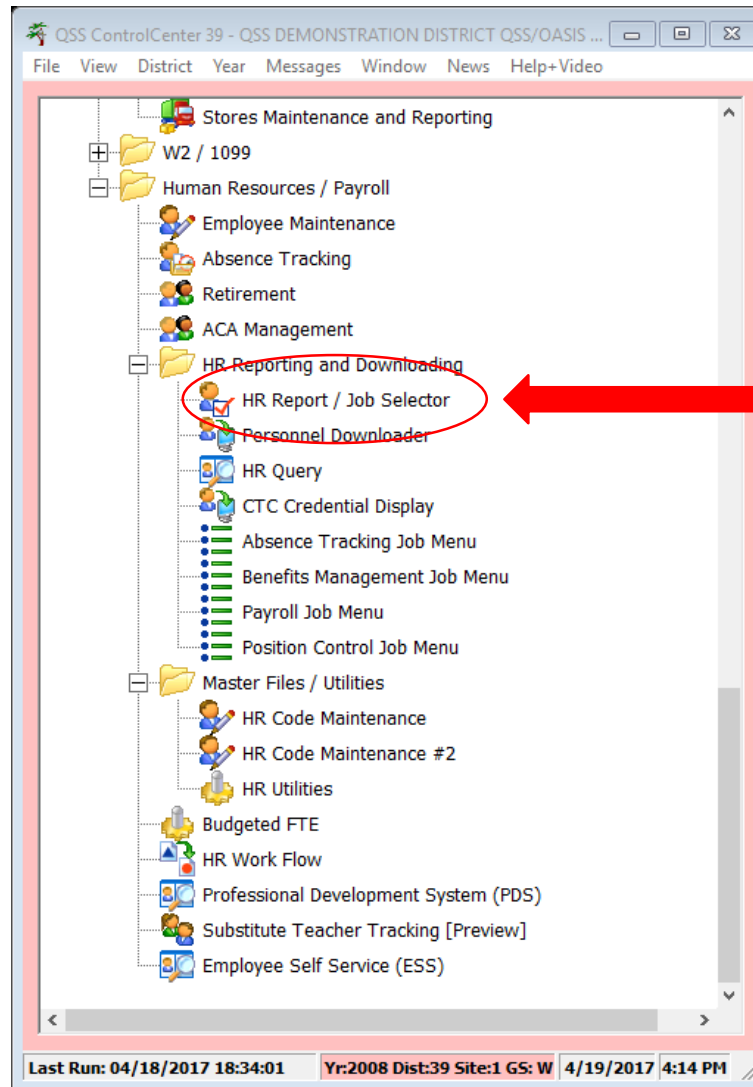


Absence Tracking Job Menu



Notice there is no “Add to Favorites” option. ABT Favorites cannot be created from the Absence Tracking Job Menu. Use the full Job Menu or the HR Report/Job Selector to add ABT Reports or Jobs to Favorites.

HR Report/Job Selector



HR Report/Job Selector (ABT Reports)

HR Report/Job Selector 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help+Video

Reports Global Settings Field Selection Districts Employee Selection Custom Selection Screen Schedule Job

☒ Show Reports ☐ Show Jobs

Category: ABT - Absence Tracking

Search:

Ignore unused reports: ☐ Show Favorites: ☐

| ID | Name | Description | Category | Last Run | Last Job # | # Run |
|-----|----------|--|----------|----------|------------|-------|
| 085 | ABR030ST | Absence Report by SSN or Name | ABT | | | |
| 088 | ABR032ST | Selected Leave Information Per Employee | ABT | | | |
| 086 | ABR040ST | Sick Leave/Vacation by Each Employee | ABT | | | |
| 087 | ABR050ST | Absence Analysis Report by Type | ABT | | | |
| 067 | ABR100ST | Absence Tracking Patterns Report | ABT | | | |
| 068 | ABR110ST | Absence Tracking Threshold Report | ABT | | | |
| 069 | ABR120ST | Absence Tracking Reasons by Site | ABT | | | |
| 070 | ABR130ST | Absence Tracking District Liability Report | ABT | | | |
| 071 | ABR150ST | Absence Tracking Report - Select by Bucket Total | ABT | | | |
| 091 | ABR911ST | Docking Transaction Listing Report | ABT | | | |
| 115 | ABT055ST | Absence Log Summary Report | ABT | | | |
| 119 | ABT045ST | Employee Vacation/Sick Leave Log Entries | ABT | | | |

Yr:2008 Dist:39 Site:1 4/19/2017 8:24 PM

HR Report/Job Selector (ABT Jobs)

HR Report/Job Selector 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help+Video

Reports Global Settings Field Selection Districts Employee Selection Custom Selection Screen Schedule Job

☐ Show Reports ☒ Show Jobs

Category: ABT - Absence Tracking

Search:

Ignore unused reports: ☐ Show Favorites: ☐

| ID | Name | Description | Category | Access | Last Run | Last Job # | # Run |
|-----|----------|--------------------------------------|----------|--------|----------|------------|-------|
| 504 | ABT500ST | Request Repair of Orphaned Positions | ABT | No | | | |
| 510 | ABT994ST | Update Employee Leave Pay Rate | ABT | No | | | |

Yr:2008 Dist:39 Site:1 4/19/2017 8:25 PM

HR Report/Job Selector

HR Report/Job Selector 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help+Video

Reports Global Settings Field Selection Districts Employee Selection Custom Selection Screen Schedule Job

Show Reports Show Jobs

Category: ABT - Absence Tracking

Search:

Ignore unused reports: Show Favorites:

| ID | Name | Description | Category | Last Run | Last Job # | # Run |
|-----|----------|--|----------|----------|------------|-------|
| 085 | ABR030ST | Absence | ABT | | | |
| 088 | ABR032ST | Selected | ABT | | | |
| 086 | ABR040ST | Sick Lea | ABT | | | |
| 087 | ABR050ST | Absence | ABT | | | |
| 067 | ABR100ST | Absence Tracking Patterns Report | ABT | | | |
| 068 | ABR110ST | Absence Tracking Threshold Report | ABT | | | |
| 069 | ABR120ST | Absence Tracking Reasons by Site | ABT | | | |
| 070 | ABR130ST | Absence Tracking District Liability Report | ABT | | | |
| 071 | ABR150ST | Absence Tracking Report - Select by Bucket Total | ABT | | | |
| 091 | ABR911ST | Docking Transaction Listing Report | ABT | | | |
| 115 | ABT055ST | Absence Log Summary Report | ABT | | | |
| 119 | ABT045ST | Employee Vacation/Sick Leave Log Entries | ABT | | | |

Report Description
Report Example
Add to Favorites

Right click to see a description of the report, a report example, or to add a reports to Favorites

Yr:2008 Dist:39 Site:1 4/19/2017 8:49 PM

QSS/OASIS Absence Tracking

Absence Tracking Reports & Jobs

Absence Report by SSN or Name

The screenshot shows a software window titled "HR Report/Job Selector" with a subtitle "39 - QSS DEMONSTRATION DISTRICT" and a user identifier "QSS/OASIS". The interface includes a menu bar (File, Options, Help) and a toolbar with icons for file operations and navigation. A tabbed interface at the top shows "Reports", "Global Settings", "Field Selection", "Districts", "Employee Selection", "Custom Selection Screen" (active), and "Schedule Job".

The main content area displays the report title "Report: ABR030ST - Absence Report by SSN or Name". Below this, the instruction "Request Absence Report by SSN or Name" is shown. The form includes the following fields and controls:

- Cutoff-Dates:** Two date pickers, each showing " / /".
- Sort:** A dropdown menu currently set to "SSN/ExtRef".
- Print one employee per page:** An unchecked checkbox.
- Include Inactive:** A dropdown menu currently set to "All".
- Select Leave Group:** An empty text input field.

A red oval highlights the "Print one employee per page" checkbox, with the text "This report can be printed one employee per page for distribution to employees" written inside it.

The status bar at the bottom right displays: "Yr:2008 Dist:39 Site:1 4/14/2011 4:48 PM".

Selected Leave Information Per Employee

HR Report/Job Selector 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Reports Global Settings Field Selection Districts Employee Selection **Custom Selection Screen** Schedule Job

Report: ABR032ST - Selected Leave Information Per Employee

Request Absence Report by SSN or Name

Cutoff-Dates: / / To: / /

Sort: SSN/ExtRef

Print one employee per page: ☐

Include Inactive: All

Absence Reason or bucket number:

Absence reasons/buckets: 1. 2. 3. 4. 5.

6. 7. 8. 9. 10.

Select Leave Group:

Yr:2008 Dist:39 Site:1 4/14/2011 4:51 PM

Sick Leave/Vacation by Each Employee

HR Report/Job Selector 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Reports Global Settings Field Selection Districts Employee Selection **Custom Selection Screen** Schedule Job

Report: ABR040ST - Sick Leave/Vacation by Each Employee

Request Sick Leave/Vacation by Each Employee

Cutoff-Dates: // / To: // /

Sort DI/Name

Date Sort: Start Date

Include Inactive: All Employees

Select Leave Group:

Break Level by:

If Category:

If Position:

Yr:2008 Dist:39 Site:1 4/14/2011 4:52 PM

How does this report
"know" which buckets
are used for Vacation
and Sick Leave?

Absence Analysis Report by Type

HR Report/Job Selector 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Reports Global Settings Field Selection Districts Employee Selection **Custom Selection Screen** Schedule Job

Report: ABR050ST - Absence Analysis Report by Type

Request Absence Analysis Report by Type

Cutoff-Dates: / / To: / /

Extract cutoff date by: Start/End

Selection Criteria (leave blank for all)

Absence Reason: 1. 2. 3. 4. 5.
6. 7. 8. 9. 10.

Sort: Absence Reason

Select Leave Group:

Use this management oversight report to see activity for one or more absence reason codes. Example: Bereavement, Jury Duty, etc.

Yr:2008 Dist:39 Site:1 4/14/2011 4:59 PM

Absence Tracking Patterns Report

HR Report/Job Selector 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Reports Global Settings Field Selection Districts Employee Selection **Custom Selection Screen** Schedule Job

Report: ABR100ST - Absence Tracking Patterns Report

Selection

Absence Reason Codes

Include

Where/Date range

Immediately Preceding

From: / /

To: / /

Pattern

Absence Reason Codes

Day of Week or Holiday

MF H M Tu W Th F

Leave groups

Leave Groups

Include

Sort

Employee Name

Yr:2008 Dist:39 Site:1 4/18/2011 8:08 AM

This management oversight report will help find suspicious absence patterns

Another management oversight report.

Use this report to find multiple occurrences of 1 or more absence reasons in a specified time frame. For example, more than 4 bereavement absences in the last 2 years.

Absence Tracking Reasons by Site

HR Report/Job Selector 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Selection

Include

Absence Reason Codes

Date Range

From: / /

To: / /

Leave groups

Include

Leave Groups

Detail

Detail and Totals

Report: ABR120ST - Absence Tracking Reasons by Site

Yr:2008 Dist:39 Site:1 4/18/2011 8:10 AM

Absence Tracking District Liability Report

Use this report for Public Agency Accountability inquiries. It can show the District's liability for Sick Leave and Vacation balances.

The Pay Rates used in this report come from the Employee Leave Pay Rate or the Leave Group Pay Rate if the ELPR is blank.

Use the "Update Employee Leave Pay Rate" job to keep pay rates updated.

The screenshot shows the 'HR Report/Job Selector' application window. The title bar indicates '39 - QSS DEMONSTRATION DISTRICT' and 'QSS/OASIS'. The menu bar includes 'File', 'Options', and 'Help'. The toolbar contains icons for file operations and navigation. The 'Reports' tab is active, showing a list of reports: 'Global Settings', 'Field Selection', 'Districts', 'Employee Selection', 'Custom Selection Screen' (selected), and 'Schedule Job'. The main area displays the report title 'Report: ABR130ST - Absence Tracking District Liability Report'. Below this, there are three sections: 'Where/Date range' with 'From' and 'To' date pickers; 'Leave groups' with an 'Include' dropdown and a grid of checkboxes for 'Leave Groups'; and 'Detail/Data' with a 'Detail and Totals' dropdown and a 'All leave group activity' dropdown. The status bar at the bottom shows 'Yr:2008 Dist:39 Site:1', the date '4/18/2011', and the time '8:11 AM'.

Absence Tracking Report – Select by Bucket Total

HR Report/Job Selector 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Reports Global Settings Field Selection Districts Employee Selection **Custom Selection Screen** Schedule Job

Report: ABR150ST - Absence Tracking Report - Select by Bucket Total

Threshold

Range From: -

Threshold is in Units; Threshold Applied to Bucket Balances

Leave groups

Include Leave Groups

Date Range/Sort

From: / / To: / / Sort: Employee Name

Absence Buckets

Include Absence Buckets

Yr:2008 Dist:39 Site:1 4/18/2011 8:12 AM

Docking Transaction Listing Report

The screenshot shows a software window titled "HR Report/Job Selector" with a subtitle "39 - QSS DEMONSTRATION DISTRICT" and a user identifier "QSS/OASIS". The window has a menu bar with "File", "Options", and "Help". Below the menu is a toolbar with icons for file operations and navigation. A tabbed interface at the top includes "Reports", "Global Settings", "Field Selection", "Districts", "Employee Selection", "Custom Selection Screen" (which is active and highlighted with a green dot), and "Schedule Job". The main content area displays the text "Report: ABR911ST - Docking Transaction Listing Report" and "Request Docking Transaction Listing Report". Below this, there are two date selection fields: "Cutoff-Dates:" followed by a date picker showing "//" and a dropdown arrow, and "To:" followed by another date picker showing "//" and a dropdown arrow. At the bottom of the window, a status bar displays "Yr:2008 Dist:39 Site:1" in red text, and "4/18/2011 8:13 AM" in black text.

HR Report/Job Selector 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Reports Global Settings Field Selection Districts Employee Selection Custom Selection Screen Schedule Job

Report: ABR911ST - Docking Transaction Listing Report

Request Docking Transaction Listing Report

Cutoff-Dates: / / To: / /

Yr:2008 Dist:39 Site:1 4/18/2011 8:13 AM

Absence Log Summary Report

HR Report/Job Selector 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

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Reports | Global Settings | Field Selection | Districts | Employee Selection | **Custom Selection Screen** | Schedule Job

Report: ABT055ST - Absence Log Summary Report

Report title:

Date range: / / - / /

Leave group:

Location:

SSN:

Sort by:

SSN Mask:

Summary only: ☐ Bucket #:

Operator:

Value:

Print remarks: ☐

Ignore trans. that don't affect balance: ☐

Print one employee per page: ☐

Yr:2008 Dist:39 Site:1 4/18/2011 8:15 AM

Employee Vacation/Sick Leave Log Entries

HR Report/Job Selector 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Reports Global Settings Field Selection Districts Employee Selection **Custom Selection Screen** Schedule Job

Report: ABT045ST - Employee Vacation/Sick Leave Log Entries

Report title:

Cutoff Dates: / / - / /

Extract by:

SSN: -

Name Range: -

Location Range: -

Global Sort:

Sort by Which Date:

Include Inactive: ☐

Include Terminated: ☐

Select Leave group:

Print one employee per page: ☐

Yr:2008 Dist:39 Site:1 4/18/2011 8:16 AM

Update Employee Leave Pay Rate

HR Report/Job Selector 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Reports Global Settings Field Selection Districts Employee Selection Custom Selection Screen Schedule Job

Job: ABT994ST - Update Employee Leave Pay Rate

Report Title:

Mode:

Sort:

Leave Group:

Skip Terminated: ☐

Skip On Leave: ☐

Control Date:

SSN Mask: (0=none, 1-9=mask, L/R=ExtRef)

Yr:2008 Dist:39 Site:1 4/18/2011 8:18 AM

Reset and Balance Forward Process

Absence Tracking Reset and Balance Forward Process and Report (ABT920)

File Options

Reporting Options

Report Title

Report Detail

Sort on

Reset

Reset thru Control date

Reset code ☐ M = reset leave buckets with an "M" in their reset rule
☐ E = reset leave buckets with an "E" in their reset rule
☐ B = reset leave buckets with a "B" in their reset rule

☐ Include terminated employees?


Transaction

Create balance forward transactions ☒ No ☐ Yes

Delete absence transactions prior to

By Leave Group

☒ Include ☐ Exclude ☐ All

 Leave Groups

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
| | | | | | | | | | |

Yr: 2008 Dist: 39 Site: 1 GS: W 4/18/2011 8:22:22 AM

Run at end of fiscal year to reset
Leave Buckets and accrual process
flags.

We suggest NOT removing absence
detail transactions!

Use Report Only first!

Accrual Process

Absence Tracking Accrual Process and Report (ABT400)

File Options

Reporting Options

Report Title

Report Detail

Sort on Show accrual

Control Center

Control date: Start date: End date:


☐ Include terminated employees?

Process accrual by ☒ Leave Group ☐ Accrual Schedule

By Leave Group

For month Roll code

☒ Include ☐ Exclude ☐ All

 Leave Groups

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
| | | | | | | | | | |

By Accrual Schedule

For month Schedule code

Yr: 2008 Dist: 39 Site: 1 GS: W 4/18/2011 8:25:12 AM

QSS/OASIS Absence Tracking

Summary

Feedback & Questions

QSS/OASIS Absence Tracking –

Give Feedback

| Date and Time (Pacific) | Workshop Title & Announcement Flyer Links | Sponsor, Workshop Type, Location | Presenter / Q/A for Webinars | QSSUG Member or HSS-sponsored Reg. Cost | QSSUG Non-Member Reg. Cost | Status (See Legend Below) |
|--|--|--|------------------------------|---|----------------------------|---------------------------|
| Thursday April 12, 2018 10am-12 Noon | Absence Tracking Download flyer | QSSUG Fin-Per Webinar Give Feedback | Don Hemwall | \$0.00 | \$250.00 | Open |