How To Find And Access Staff Attendance Reports

Who should have Staff Attendance reports?

Site Administrators, Time Reporters, and Time Administrators at schools and offices

Which security role will I need to access the Staff Attendance reports?

BH161_0000 BW – School ONLY Site Administrator

Where do I find Staff Attendance reports?

- Click on Reports tab
- Click on School subtab
- Click on right facing arrow to open Attendance folder
- 2 Staff Attendance reports display: HR098 Absence Analysis - Schools and HR131 Unprotected Absences
- To run report, click on report name

HR098 Absence Analysis – Schools and HR131 Unprotected Absence are found under the Reports tab → School sub tab → Attendance folder

To expand and view the Staff Attendance reports, click on the right facing arrow. To run a report, click on the report link.

The Cost Center (School) field will be pre-populated with your assigned Cost Center (School). For HR098 Absence Analysis – Schools, type in or select at least one Calendar Month/Year then click on OK button. For HR131 Unprotected Absences, the current Fiscal Year is pre-populated, and no other filter entry is needed. Click on OK button to run report.