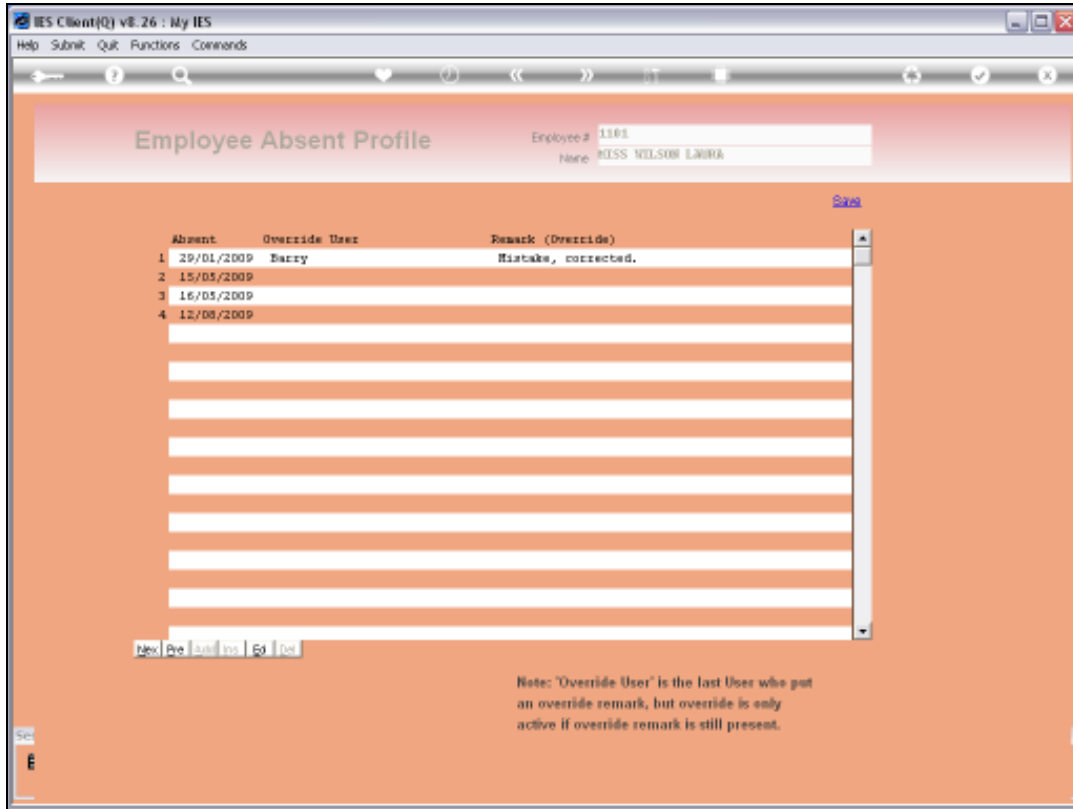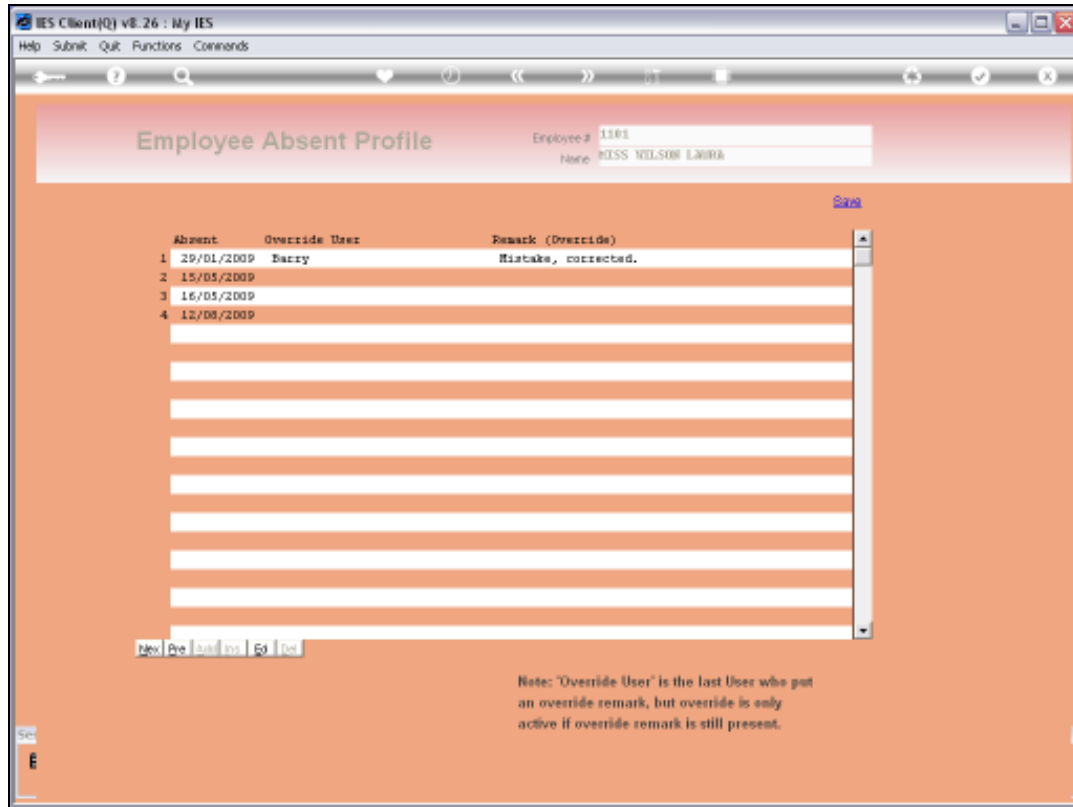Slide 1

Slide notes: An Employee may have an Absentee profile if the Payroll Clocking system is active. The Personnel Master has 1 of multiple entry points to the Employee Absentee Profile.
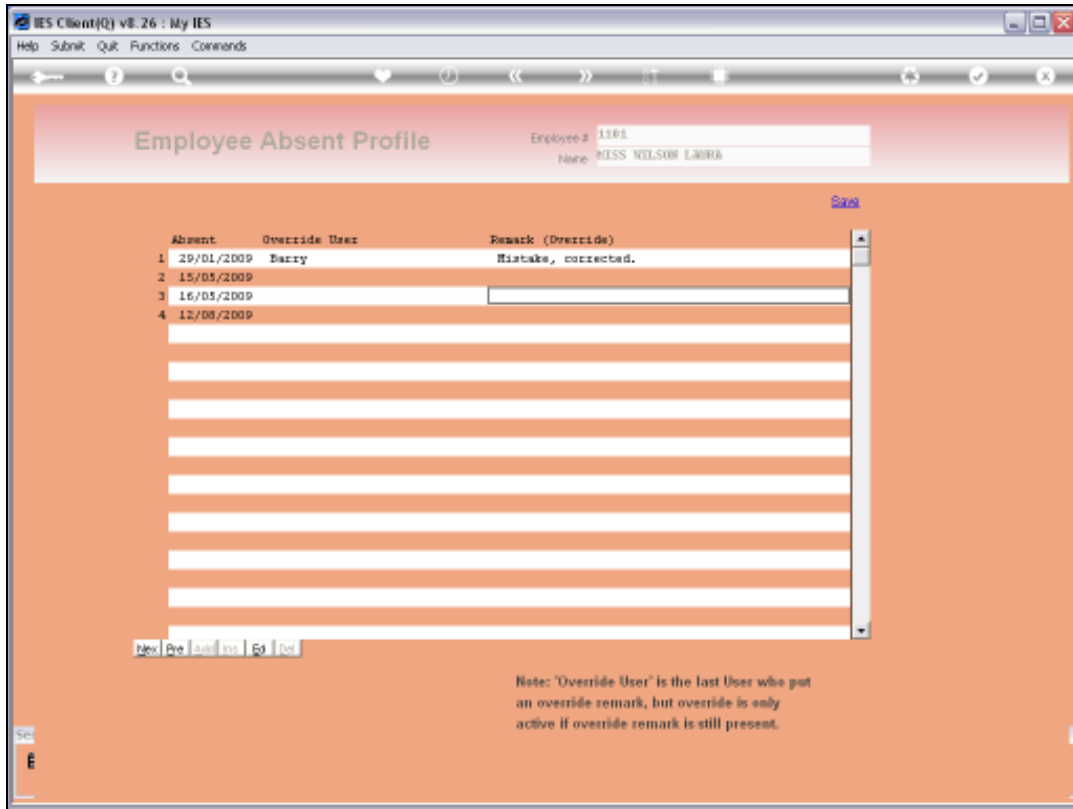
Slide 2

Slide notes: This Employee shows a profile with 4 absentee incidents. When an Employee is on Leave or it is not an expected work day, the Employee will not be considered to be absent. However, if the Employee is expected to Clock In for work and does not, then an absentee incident is recorded.
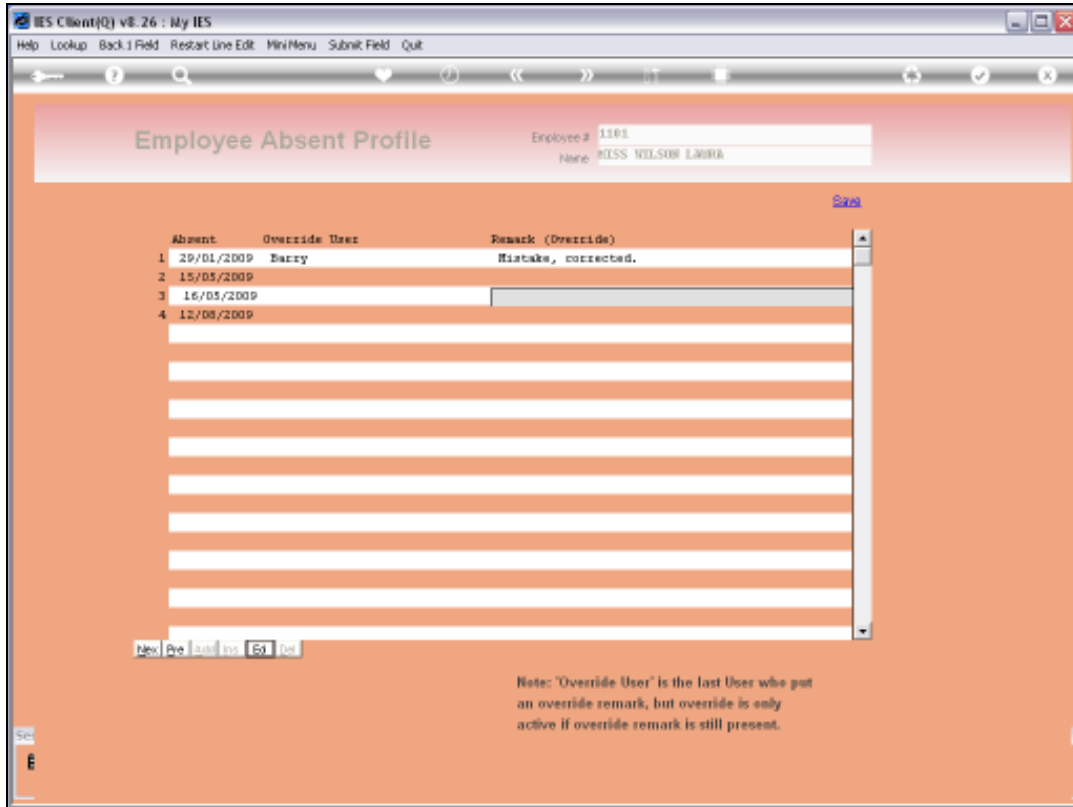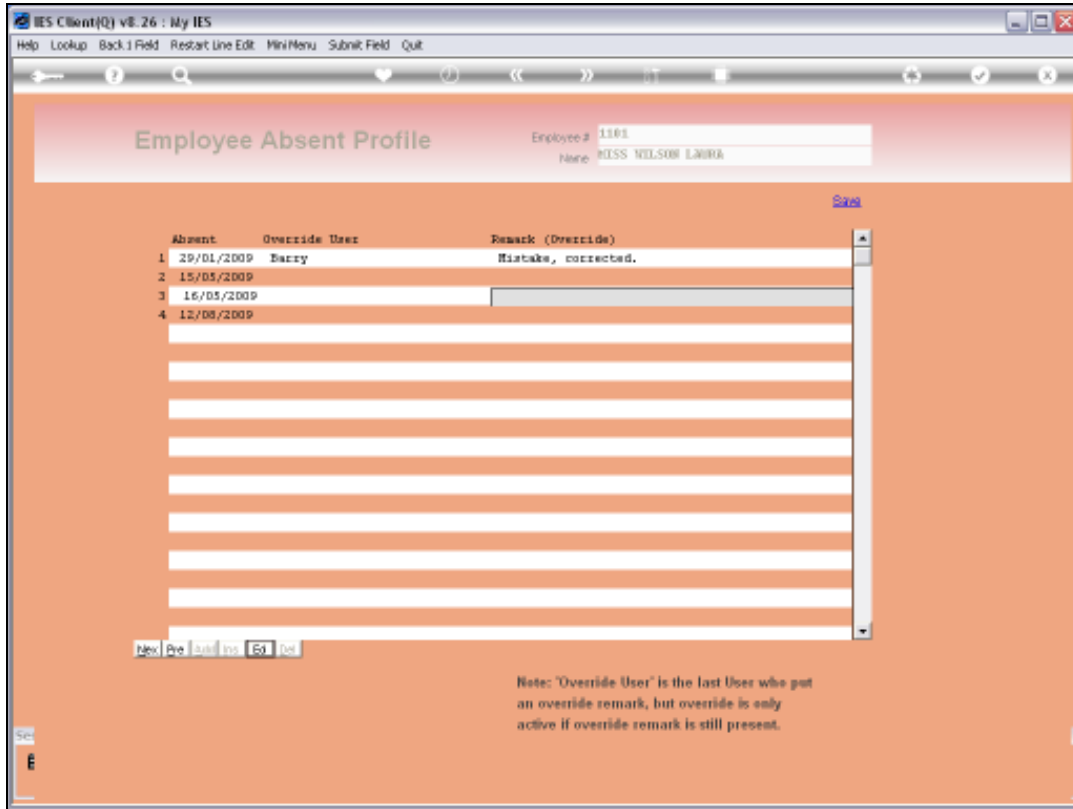
Slide 3

Slide notes: It is possible to override the absentee incident if it relates to some mistake, i.e. the Clocking system data was incorrect, or the Employee was in fact on Leave but it was not recorded in time, or for some other valid reason. In this case, we can edit the incident and put some remark which will override the absentee indicator for Payroll and other presentation purposes. If we remove the remark again, then the override is removed and the absentee incident stands.
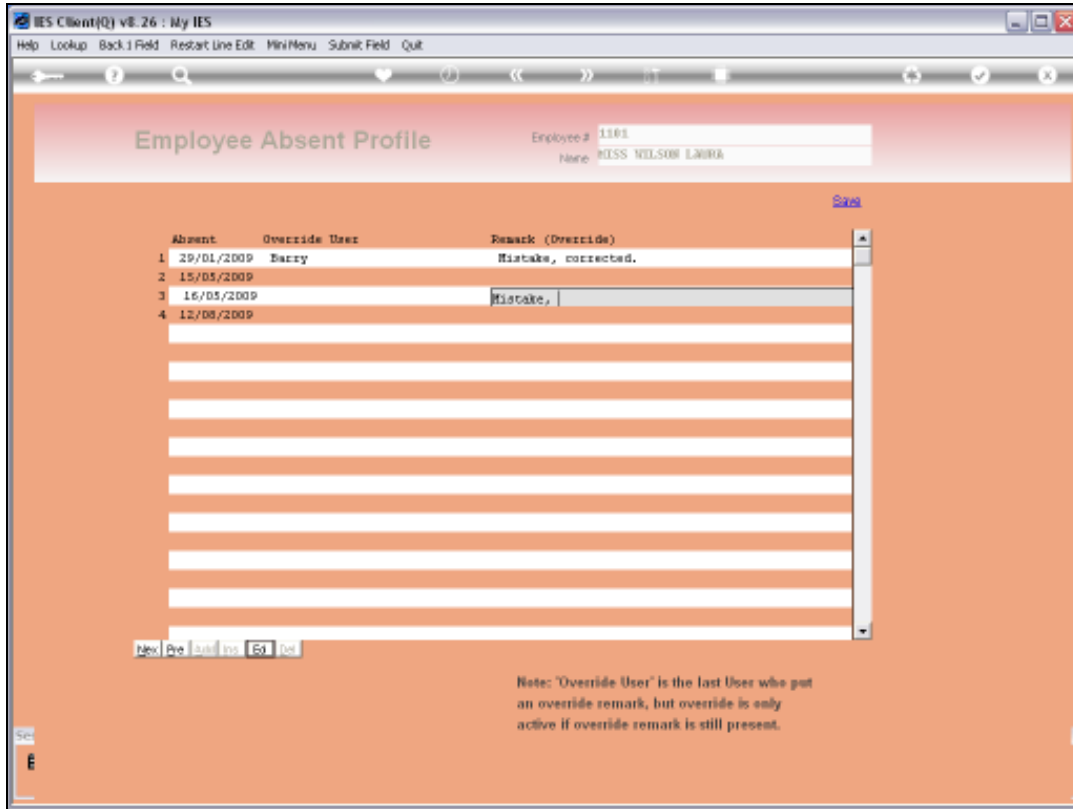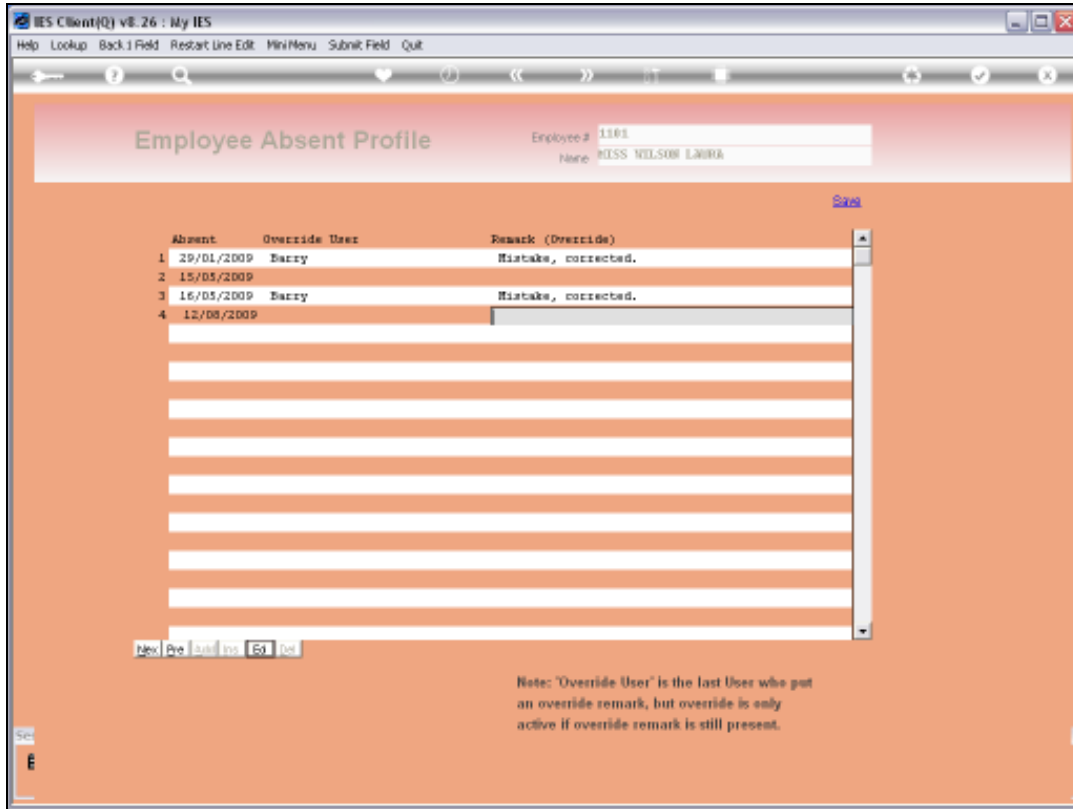
Slide 4

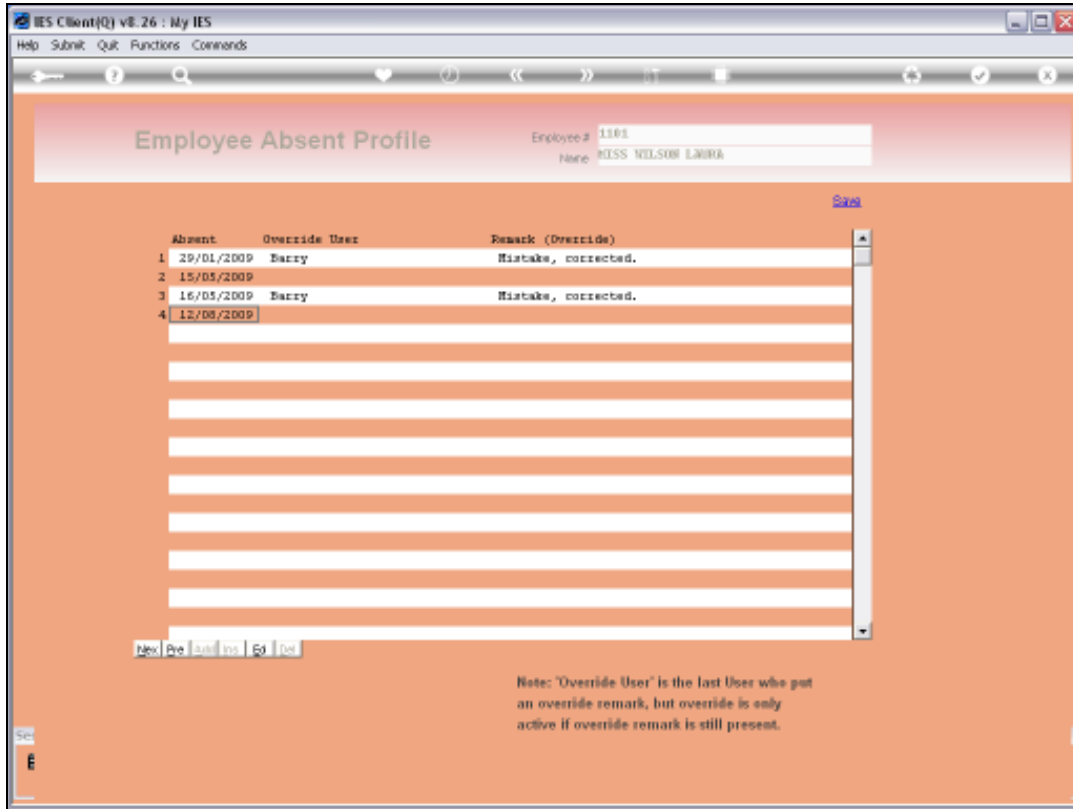Slide notes:

Slide 5
Slide notes:

Slide 6
Slide notes:

Slide 7
Slide notes:

Slide 8
Slide notes:

Slide 9
Slide notes:

Slide 10
Slide notes:

Slide 11
Slide notes: