

ADMINISTRATORS - FRONTLINE GUIDE TO RECONCILE ABSENCES

1. Log in as a Campus User and select "Reconcile" from the Quick Actions.

VIEWING AS [User] Absence Management Kansas City Kansas Public Schools

NAVIGATION: Dashboard, Absences, Reports, Settings

Summary for: [Date] < Today > Absences Vacancies

Quick Actions: Confirmation Number Search, Create Absence, Approve (in the next 45 days), **Reconcile** (in the past 30 days)

3 Unfilled

Conf #	Name	School	Reason	Shift	Created
[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blue Circle]	9/12/2018 12:01 PM
[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blue Circle]	10/1/2018 9:28 PM
[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blue Circle]	10/4/2018 3:02 PM

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- From the Reconcile screen, choose a date range or review all absence data in the screen below

Reconciliation Summary

Date Range: Filled Unfilled Sub Not Needed Schools ▼

🔍 Search

How to Reconcile/Unreconcile events:
 Access the Details screen for each day by clicking on the number of the events on each day that are reconciled or not reconciled. On the details screen, you can reconcile, unreconcile and modify the details of each event individually or all at the same time.

Date	Reconciled Summary	Not reconciled		
September 5 - September 8, 2018	<input type="text"/>	0	0	>
September 9 - September 15, 2018	<input type="text"/>	0	0	>
September 16 - September 22, 2018	<input type="text"/>	0	0	>
September 23 - September 29, 2018	<input type="text"/>	0	0	>
September 30 - October 5, 2018	<input type="text"/>	0	0	▼
Sunday, September 30, 2018		0	0	
Monday, October 1, 2018		0	0	Reconcile
Tuesday, October 2, 2018		0	0	Reconcile
Wednesday, October 3, 2018		0	0	Reconcile
Thursday, October 4, 2018		0	0	Reconcile
Friday, October 5, 2018		0	0	Reconcile
Total Events		0	0	

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- Reconciling an absence confirms your acknowledgement that the person was absent and also gives you insight into the details of the absence (Leave Type, Vacancy or Specific Employee, Sub Assigned, etc.) You can reconcile each absence, all absences, or leave absences you have questions or concerns about “unreconciled” so that you are prompted to call HR to discuss them or to share your concerns with the staff member.

Reconciliation Details: For [Redacted] < > Reconciliation Summary

Schools All Reasons Reasons

Filled status:
 Filled
 Unfilled
 Sub Not Needed

Type:
 Absences
 Vacancies

State:
 Not Reconciled
 Reconciled

10 Items Reconcile All

Absence | [Redacted] Full Day (7:30 AM-3:30 PM) 📄 🔗 ✓ Reconcile

Confirmation #: [Redacted]
Employee Type: [Redacted]
Title: [Redacted]
Location: [Redacted]

Absence | [Redacted] Full Day (7:30 AM-3:30 PM) 📄 🔗 ✓ Reconcile

Confirmation #: [Redacted]
Employee Type: [Redacted]
Location: ARGENTINE MIDDLE

Absence | [Redacted] Full Day (7:30 AM-3:30 PM) 📄 🔗 ✓ Reconcile

Confirmation #: [Redacted]
Employee Type: [Redacted]
Location: [Redacted]

Absence | [Redacted] Full Day (7:30 AM-3:30 PM) 📄 🔗 Edit Details ✓ Reconcile