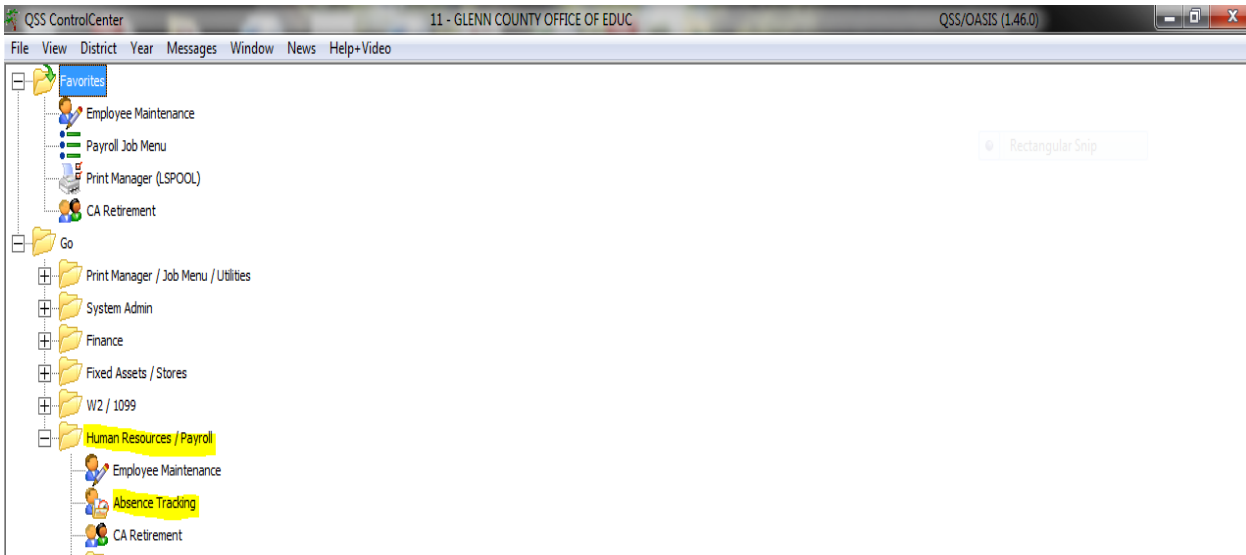
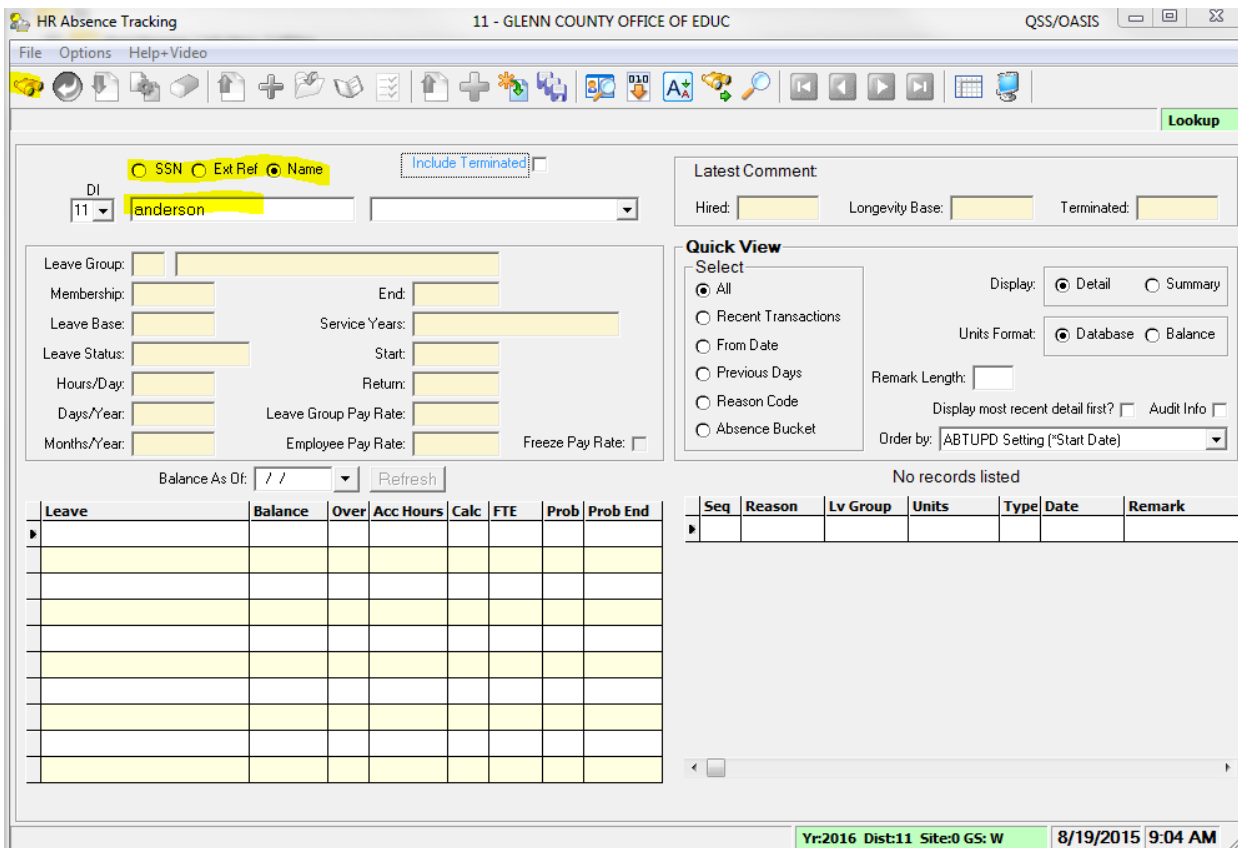


# Absence tracking- Assigning Leave Groups and Entering Beginning Sick leave balances

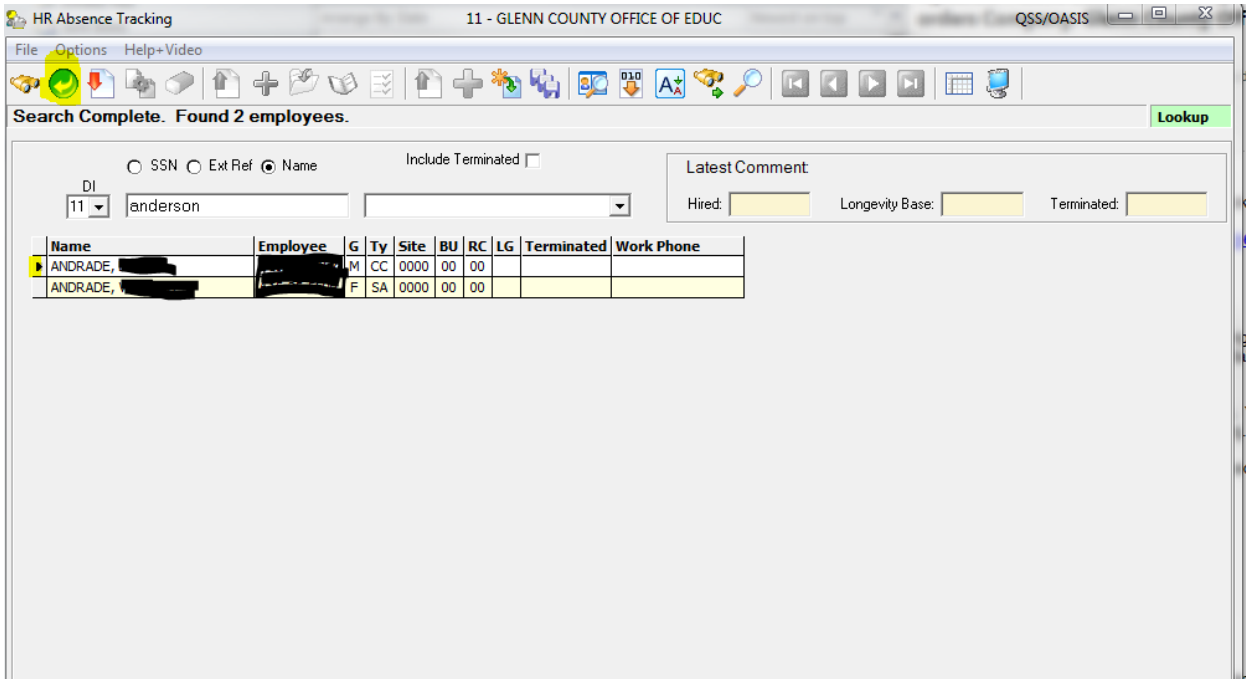
1. Module access- From QCC control Center (Palm tree), Human Resources/Payroll, Absence Tracking



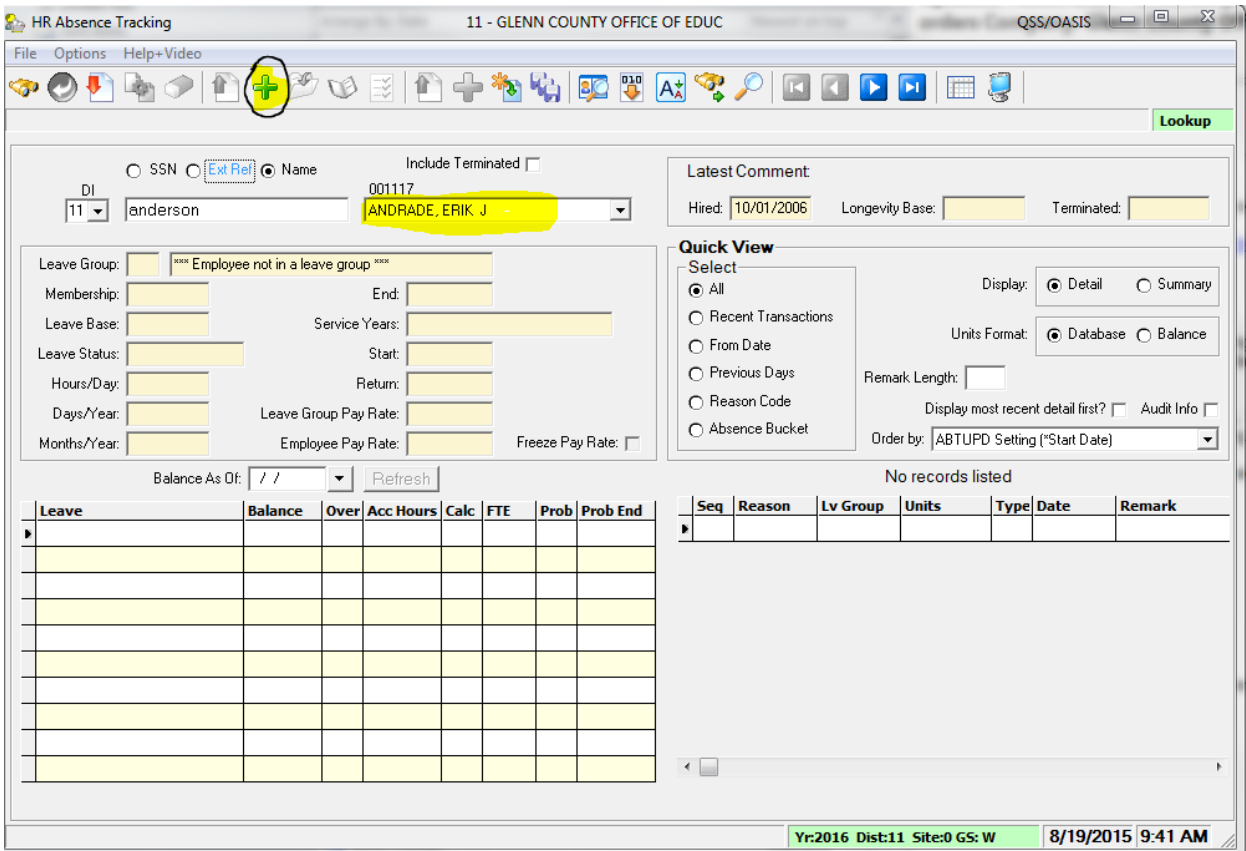
2. Look up Employee using SSN, Ext ref or Name. Use Binoculars or F3 to search.



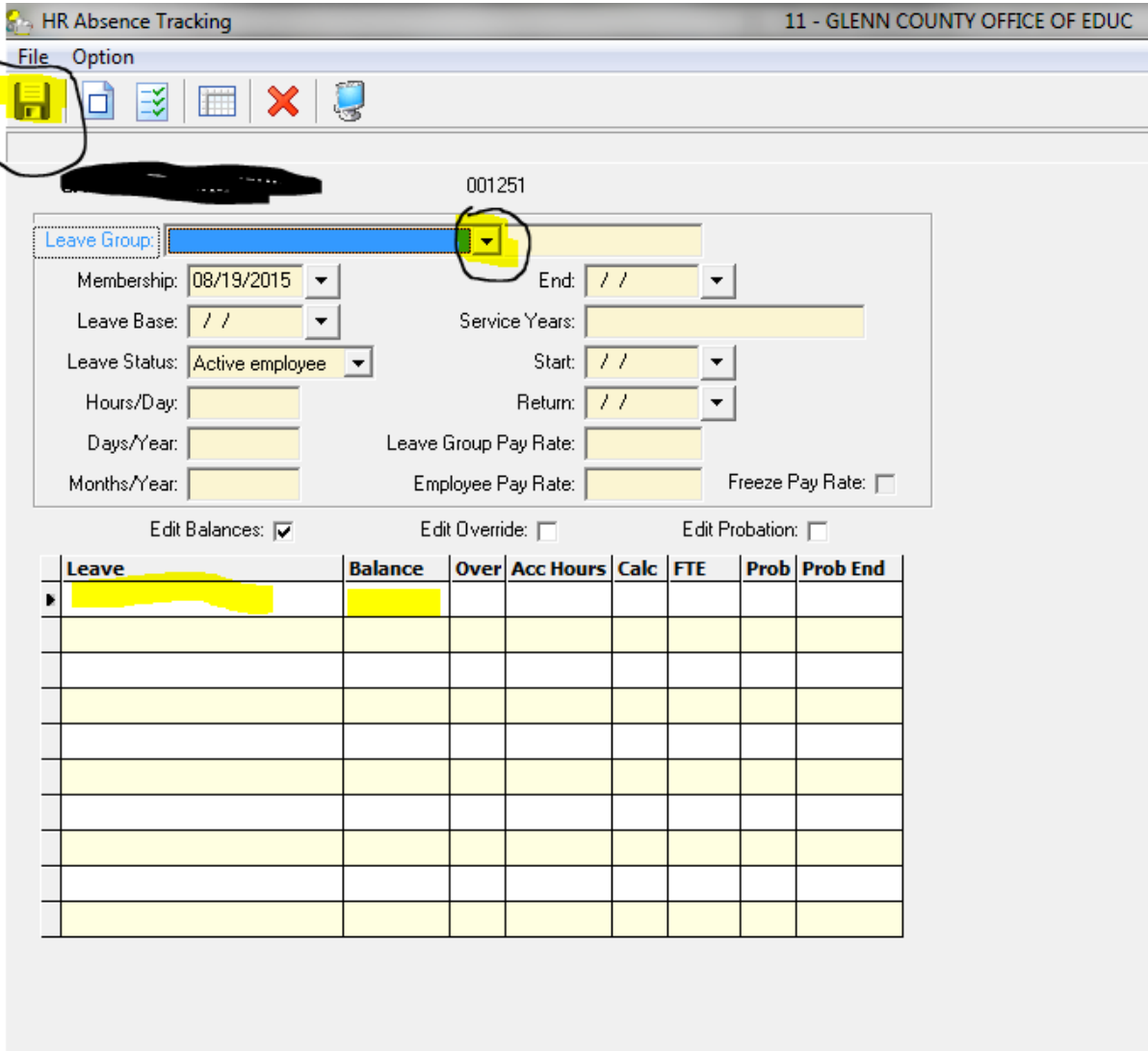
3. If using name, double click from list or click on return icon or F4



4. Main screen for employee absence tracking will open. Selected employee will appear in field to right of search field. Click on Green "+" icon to add employee to Leave group.



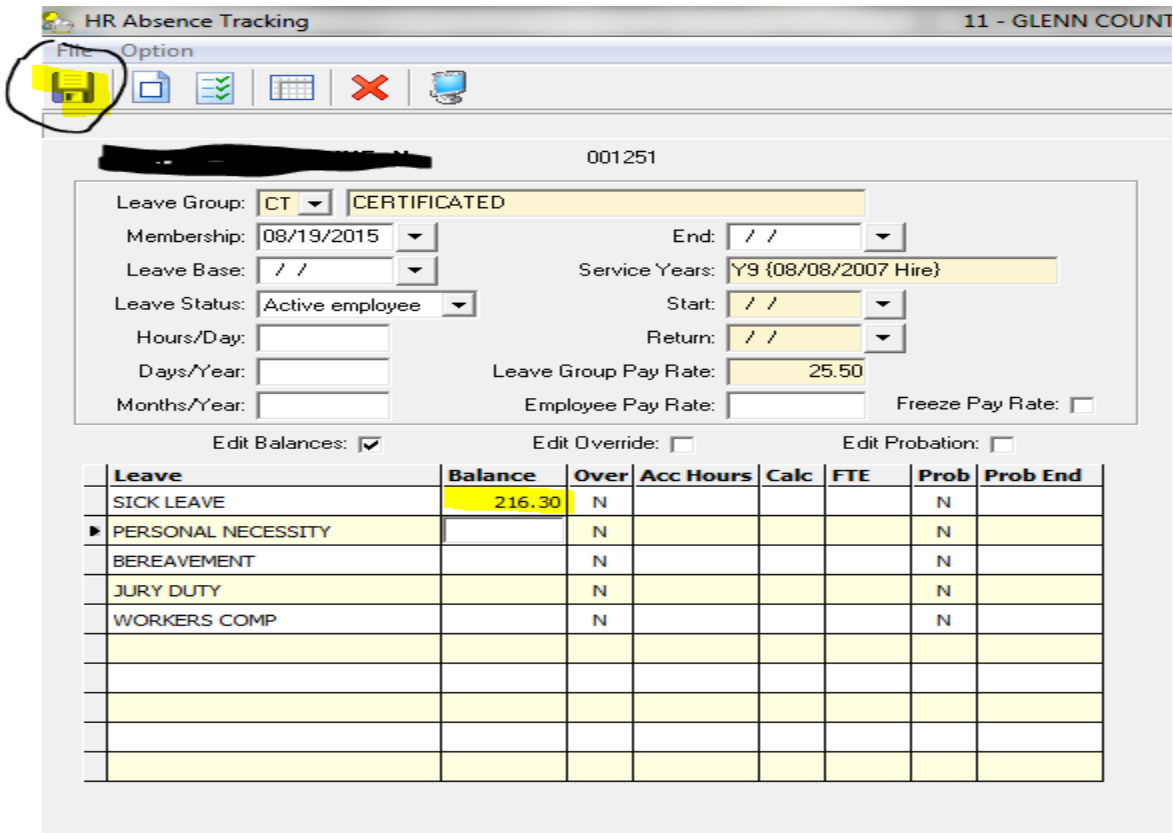
5. Window will appear to assign leave group and enter beginning leave balance(s)



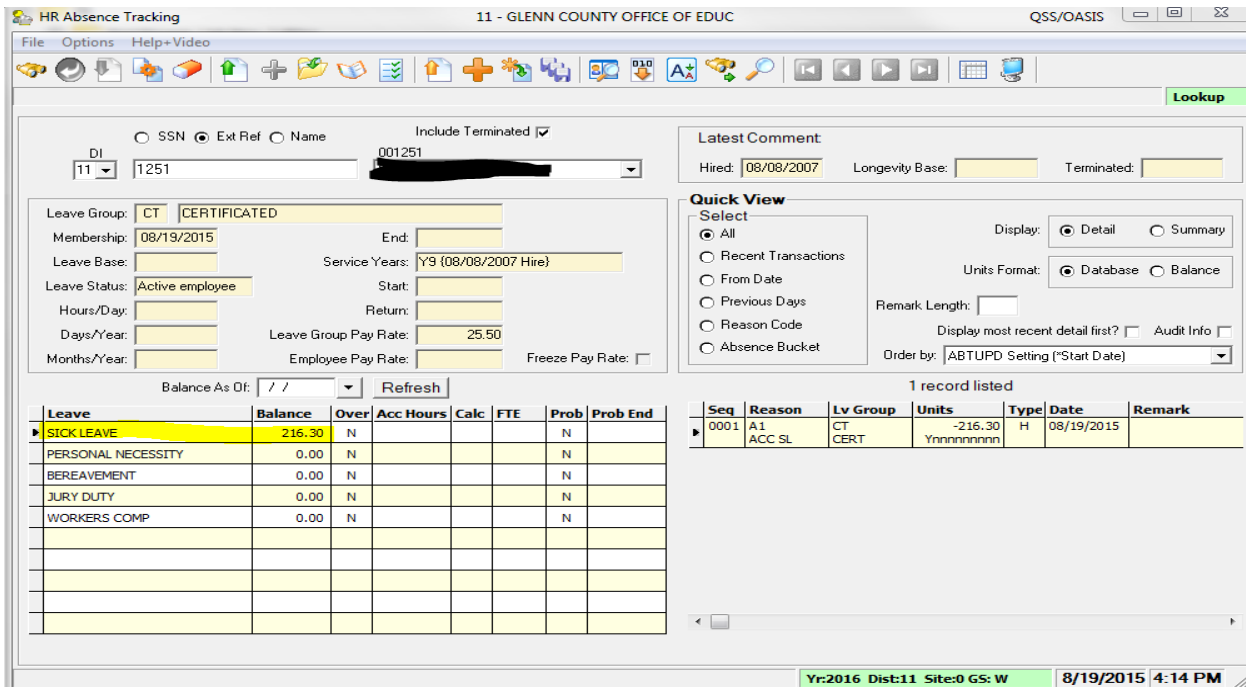
**6. Drop down to assign employee to a leave group,**

- CT- Certificated (Sick leave only, no vacation)
- CM- Classified Management (Sick leave only, no vacation)
- C3- Classified Vacation paid out monthly (Sick leave only, vacation paid off, does not accrue)
- C4- Classified Vacation accrues (Sick leave and Accrued Vacation)
- AB- AB 1522 Mandate (Mandated sick leave only)

7. Click in empty box in the Leave column. Leave types will appear. Enter beginning balance of sick leave in Balance column. (COE is including advance of yearly allowance per ed code, transferred from excel spreadsheets currently utilized for leave tracking)



Save to close window, main employee absence tracking screen will reappear showing entered beginning balance.



Next (Available 9/2015): Instructions to update employee leave records to reflect sick leave used/donated and sick leave earned (variable employees only) during month.