

Part 1 Attendance/Time Off Reports

Attendance/Time Off Reports

Attendance reports provide information about employee absences and attendance benefits.

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Absence Averages

This report is sorted by organization level and absence reason code. For each absence reason, the report provides statistics on the average number of absences per employee. You can specify a date range for the report as well as show averages for only one absence reason code or all codes.

ORGANIZATION	HOURS	EMPLOYEES	AVG/EMPLOYEE	TOTAL EMPLOYEES	TOT/AVG EMPLOYEES
ZSI <i>Z Systems Inc.</i>					
ZSI/ABC SYSTEMS, INC					
Absence Averages					
Corporate, Administration					
Holiday	434.00	2	217.00	2	217.00
Illness - Excused	48.00	2	24.00	2	24.00
Personal Leave - Paid	56.00	2	28.00	2	28.00
Vacation	966.00	2	483.00	2	483.00
	1504.00			2	752.00
Corporate, Human Resources					
Holiday	442.00	3	147.33	3	147.33
Illness - Excused	64.00	2	32.00	3	21.33
Personal Leave - Paid	16.00	2	8.00	3	5.33
Vacation	258.00	2	129.00	3	86.00
	780.00			3	260.00
Corporate, Operations					
Holiday	178.00	1	178.00	1	178.00
Illness - Excused	24.00	1	24.00	1	24.00
Personal Leave - Paid	12.00	1	12.00	1	12.00
Vacation	70.00	1	70.00	1	70.00
	284.00			1	284.00
Engineering, Hardware					
Holiday	484.00	3	161.33	4	121.00
Illness - Excused	88.00	3	29.33	4	22.00
Personal Leave - Paid	60.00	3	20.00	4	15.00
Vacation	254.00	3	84.67	4	63.50
	886.00			4	221.50
Engineering, Manufacturing					
Holiday	224.00	1	224.00	1	224.00
Illness - Excused	24.00	1	24.00	1	24.00
Personal Leave - Paid	4.00	1	4.00	1	4.00
Vacation	552.00	1	552.00	1	552.00
	804.00			1	804.00
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Absence Log

The Absence Log replaces the manual attendance card. For each employee, this report lists the absence reason codes the employee has on record along with the date, weekday, number of hours and comments regarding each absence. You can select one employee or a group of employees, include one or all absence reason codes, and specify a date range for the report. You can sort by Employee Name or ID.

DATE	DAY	HOURS	COMMENTS
ZSI <i>Z Systems Inc.</i>			
			ZSI/ABC SYSTEMS, INC
			Absence Log
<hr/>			
Adams, Donald A.		Corporate, Administration	
ID 101			
<hr/>			
HOL - Holiday			
08/03/2007	Friday	8.00	Holiday
07/04/2007	Wednesday	8.00	Holiday
01/13/2007	Saturday	16.00	Holiday
12/29/2006	Friday	8.00	Holiday
07/08/2006	Saturday	8.00	Holiday
02/25/2006	Saturday	8.00	Holiday
Occurrences	6	Hours	56.00
<hr/>			
ILLE - Illness - Excused			
07/10/2007	Tuesday	8.00	Illness - Excused
Occurrences	1	Hours	8.00
<hr/>			
PERP - Personal Leave - Paid			
06/12/2007	Tuesday	16.00	Personal Leave - Paid
Occurrences	1	Hours	16.00
<hr/>			
VAC - Vacation			
02/10/2007	Saturday	80.00	Vacation
01/02/2007	Tuesday	16.00	Vacation
08/19/2006	Saturday	80.00	Vacation - STD
04/22/2006	Saturday	80.00	Vacation - STD
04/08/2006	Saturday	80.00	Vacation - STD
Occurrences	5	Hours	336.00
Total Occurrences	13	Total Hours	416.00
<hr/>			
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Absence Percentages by Dept

This report, sorted by organization level, helps you analyze the reason for absences within given departments. For each weekday, the report shows the percentage of absences for each Absence Reason. The % of Reason column indicates the percentages for each reason within an organization level for all weekdays. The % of Company column shows the percentage of absences for each reason and organization level within the entire employer. This totals 100% for the employer. You can specify a date range for the report

ORGANIZATION	SUN	MON	TUE	WED	THU	FRI	SAT	% OF REASON	% OF COMPANY
Company ZSI - ZSI/ABC SYSTEMS, INC									
Corporate, Administration									
Holiday	0	0	0	0	0	80	20	57	3
Illness - Excused	0	0	0	0	0	100	0	7	0
Personal Leave - Paid	0	0	17	0	0	83	0	7	0
Vacation	0	9	0	0	0	74	17	28	2
	0	2	1	0	0	80	16	100	6
Corporate, Human Resources									
Holiday	0	0	0	0	0	74	26	67	3
Illness - Excused	0	0	0	0	0	100	0	10	0
Personal Leave - Paid	0	0	0	0	0	100	0	4	0
Vacation	0	0	0	8	0	92	0	19	1
	0	0	0	1	0	81	17	100	5
Corporate, Operations									
Holiday	0	0	0	0	0	80	20	67	1
Illness - Excused	0	0	0	0	0	100	0	10	0
Personal Leave - Paid	0	0	0	0	0	100	0	7	0
Vacation	0	0	0	0	0	100	0	17	0
	0	0	0	0	0	87	13	100	2
Engineering, Hardware									
Holiday	0	0	0	0	0	83	17	60	4
Illness - Excused	0	0	0	0	0	100	0	11	1
Personal Leave - Paid	0	13	0	0	0	88	0	9	1
Vacation	0	6	0	0	0	94	0	20	1
	0	2	0	0	0	87	10	100	6
Engineering, Manufacturing									
Holiday	0	0	0	0	0	78	22	59	2
Illness - Excused	0	0	0	0	0	100	0	8	0
Personal Leave - Paid	0	0	0	0	0	100	0	3	0
Vacation	0	0	0	0	0	75	25	31	1
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Absence Percentages by Reason

This report compares the departmental absences for each Reason code. For every day of the week, this report indicates the percentage of absences in each department for each reason. The % of Org column shows the percentage of absences for each organization level and every day of the week. The % of Company column shows the percentage of absences for each organization level and reason within the entire employer. This totals 100% for the employer. You can specify a date range for the report.

ORGANIZATION	SUH	MOH	TUE	WED	THU	FRI	SAT	% OF ORG	% OF COMPANY
Company ZSI - ZSI/ABC SYSTEMS, INC									
Holiday									
Corporate, Administration	0	0	0	0	0	80	20	5	3
Corporate, Human Resources	0	0	0	0	0	74	26	5	3
Corporate, Operations	0	0	0	0	0	80	20	2	1
Engineering, Hardware	0	0	0	0	0	83	17	6	4
Engineering, Manufacturing	0	0	0	0	0	78	22	3	2
Engineering, Software	0	0	0	0	0	78	22	5	3
Finance, Accounting	0	0	0	0	0	79	21	13	8
Operations, Manufacturing	0	0	0	0	0	82	18	28	18
Operations, Materials	0	0	0	0	0	83	17	5	3
Operations, Quality Assurance	0	0	0	0	0	83	17	5	3
Sales and Marketing,	0	0	0	0	0	78	22	3	2
Sales and Marketing,	0	0	0	0	0	78	22	5	3
Sales and Marketing, Sales	0	0	0	0	0	79	21	15	10
	0	0	0	0	0	80	20	100	63
Illness - Excused									
Corporate, Administration	0	0	0	0	0	100	0	4	0
Corporate, Human Resources	0	0	0	0	0	100	0	5	0
Corporate, Operations	0	0	0	0	0	100	0	2	0
Engineering, Hardware	0	0	0	0	0	100	0	7	1
Engineering, Manufacturing	0	0	0	0	0	100	0	2	0
Engineering, Software	0	0	0	14	0	86	0	5	0
Finance, Accounting	0	0	0	0	0	100	0	12	1
Operations, Manufacturing	0	0	0	0	0	98	2	32	3
Operations, Materials	0	0	0	0	0	100	0	5	0
Operations, Quality Assurance	0	0	0	0	0	100	0	5	1
Sales and Marketing,	0	0	0	0	0	75	25	3	0
Sales and Marketing,	0	0	0	0	14	86	0	5	0
Sales and Marketing, Sales	0	0	0	0	0	100	0	14	1
	0	0	0	1	1	97	1	100	10
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Absence Points

This report includes all employees who fall within a specified range of absence points from the threshold value established for each attendance plan. Use this report to spot employees who exceed your employer's threshold values. You can specify selected employees or employee groups, a date range for the report and the number of points from the threshold value. The system calculates the Over column (number of points over threshold) as absence points minus the threshold value.

		ZSI/ABC SYSTEMS, INC Absence Points Absence Transactions between 08/22/2002 and 08/22/2007				
NAME	PLAN	HOURS	OCCURS	POINTS	THRESH	OVER
Corporate, Administration						
Adams, Donald A.						
	Holiday Paid	240.00	25.00	0.00	5.00	0.00
Engineering, Software						
Brown, Virgil L.						
	FMLA Leave	16.00	1.00	0.00	3.00	0.00
Operations, Manufacturing						
Chin, Nora C.						
	FMLA Leave	0.00	0.00	0.00	5.00	0.00
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Employee YTD Attendance Detail

This report shows a summary of attendance information for each plan, including carryover hours, hours accrued, hours taken and hours available. It also lists absences chronologically for each plan. If an employee has zero hours available for a plan, the plan does not appear on the report. You can select specific employees, employee groups and organization levels, enter a date range for the absences, and choose whether or not to include absence comments.

		ZSI/ABC SYSTEMS, INC				
		Employee Ytd Attendance Detail				
Adams, Donald A.		Organization Corporate, Administration				
ID 101		(CORP ADMIN)				
PLAN	CARRYOVER	ACCRUED	TAKEN	AVAILABLE	AS OF	
FMLA Leave	0.00	480.00	0.00	480.00	01/09/2007	
Illness, Salary	20.00	10.52	0.00	30.52	03/31/2007	
Personal Leave, Std. Plan	0.00	24.00	0.00	24.00	03/31/2007	
Executive Vacation Plan	10.00	240.00	96.00	154.00	03/31/2007	
DATE	DAY	ABSENCE REASON	HOURS	PLAN	COMMENT	
08/03/2007	Fri	Holiday	8.00	Holiday Paid		
07/10/2007	Tue	Illness - Excused	8.00	Illness, Salary		
07/04/2007	We	Holiday	8.00	Holiday Paid		
06/12/2007	Tue	Personal Leave - Paid	16.00	Personal Leave, Std. Plan		
02/10/2007	Sat	Vacation	80.00	Executive Vacation Plan		
01/13/2007	Sat	Holiday	16.00	Holiday Paid		
01/02/2007	Tue	Vacation	16.00	Executive Vacation Plan		
12/29/2006	Fri	Holiday	8.00	Holiday Paid		
08/19/2006	Sat	Vacation	80.00	Executive Vacation Plan		
07/08/2006	Sat	Holiday	8.00	Holiday Paid		
04/22/2006	Sat	Vacation	80.00	Executive Vacation Plan		
04/08/2006	Sat	Vacation	80.00	Executive Vacation Plan		
02/25/2006	Sat	Holiday	8.00	Holiday Paid		
01/28/2006	Sat	Holiday	8.00	Holiday Paid		
01/14/2006	Sat	Holiday	8.00	Holiday Paid		
12/30/2005	Fri	Vacation	72.00	Executive Vacation Plan		
12/30/2005	Fri	Holiday	8.00	Holiday Paid		
12/02/2005	Fri	Holiday	16.00	Holiday Paid		
11/18/2005	Fri	Vacation	16.00	Executive Vacation Plan		
11/18/2005	Fri	Holiday	8.00	Holiday Paid		
11/18/2005	Fri	Personal Leave - Paid	24.00	Personal Leave, Std. Plan		
11/04/2005	Fri	Vacation	32.00	Executive Vacation Plan		
10/07/2005	Fri	Vacation	80.00	Executive Vacation Plan		
08/12/2005	Fri	Vacation	80.00	Executive Vacation Plan		
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Employee YTD Attendance Totals

Use this report to view a summary of hours accrued, taken, and available as of the current accrual date. For each employee, the system lists the totals for every attendance plan. You can include selected employees or employee groups, organization levels and employees of a specific exempt status.

PLAN	CARRYOVER	ACCRUED	TAKEN	AVAILABLE	AS OF
 <div style="float: right;"> Z-Systems, Inc. Employee YTD Attendance Totals </div>					
<hr/>					
Adams, Donald A.	Organization Corporate, Administration				
ID 101	(CORP ADMIN)				
<hr/>					
FMLA Leave	0.00	480.00	0.00	480.00	01/09/2007
Holiday Paid	0.00	0.00	0.00	0.00	01/09/2007
Illness, Salary	20.00	10.52	0.00	30.52	03/31/2007
Personal Leave, Std. Plan	0.00	24.00	0.00	24.00	03/31/2007
Executive Vacation Plan	10.00	240.00	96.00	154.00	03/31/2007
<hr/>					
Total	30.00	754.52	96.00	688.52	
<hr/>					
Albright, Albert M.	Organization Engineering, Manufacturing				
ID 135	(ENGINEERING MAN)				
<hr/>					
FMLA Leave	0.00	480.00	0.00	480.00	01/09/2007
Holiday Paid	0.00	0.00	0.00	0.00	01/09/2007
Illness, Salary	20.00	33.53	0.00	53.53	03/31/2007
Personal Leave, Std. Plan	0.00	24.00	0.00	24.00	03/31/2007
Executive Vacation Plan	10.00	240.00	80.00	170.00	03/31/2007
<hr/>					
Total	30.00	777.53	80.00	727.53	
<hr/>					
Anderson, Cornelia B.	Organization Operations, Manufacturing				
ID 121	(OPERATIONS MAN)				
<hr/>					
FMLA Leave	0.00	480.00	0.00	480.00	01/09/2007
Holiday Paid	0.00	0.00	0.00	0.00	01/09/2007
Personal Leave, Std. Plan	0.00	24.00	0.00	24.00	03/31/2007
Standard Vacation Plan	10.00	29.59	40.00	-0.41	03/31/2007
<hr/>					
Total	10.00	533.59	40.00	503.59	
<hr/>					
Anderson, Rebecca A.	Organization Operations, Manufacturing				
ID 140	(OPERATIONS MAN)				
<hr/>					
Holiday Paid	0.00	0.00	0.00	0.00	01/09/2007
Standard Vacation Plan	10.00	29.59	0.00	39.59	03/31/2007
<hr/>					
Total	10.00	29.59	0.00	39.59	
<hr/>					
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Employees Currently on FMLA

This report includes leave statistics on all employees who have been assigned an FMLA Leave of Absence and have not yet returned to work. The report is sorted by organization level and includes the leave type, the FMLA event, the date the leave started and the scheduled return date. You can include selected employees or employee groups, organization levels and employees of a specific exempt status.

NAME	EMPLOYEE ID	LEAVE TYPE	EVENT	START DATE	RETURN DATE
Organization: Engineering, Hardware					
Hernandez, Joseph	124	FMLA-M	ILL-EMP	09/17/2007	10/23/2007
Darkwolf, Duke H.	203	FMLA-F	ILL-EMP	09/28/2007	10/30/2007
Total Engineering, Hardware		2			
Total ZSI		2			

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FMLA Due to Return

This report indicates all employees scheduled to return from FMLA leave. The report includes the leave type, the FMLA event, the date the leave started and the scheduled return date. You can include selected employees or employee groups, organization levels and employees of a specific exempt status.

NAME	EMPLOYEE ID	LEAVE TYPE	EVENT	START DATE	RETURN DATE
Organization: Engineering, Hardware					
Hernandez, Joseph	124	FMLA-M	ILL-EMP	09/17/2007	10/23/2007
Darkwolf, Duke H.	203	FMLA-F	ILL-EMP	09/28/2007	10/30/2007
Total Engineering, Hardware		2			
Total ZSI		2			

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Medical Recertification

This report lists employees due for medical recertification before returning to work from an FMLA leave of absence. The report is sorted by organization level and includes the leave type, the FMLA event, the date the leave started and the recertification date. You can include selected employees or employee groups, organization levels and employees of a specific exempt status.

NAME	EMPLOYEE ID	LEAVE TYPE	EVENT	START DATE	RETURN DATE
Organization: Engineering, Hardware					
Hernandez, Joseph	124	FMLA-M	ILL-EMP	09/17/2007	10/23/2007
Darkwolf, Duke H.	203	FMLA-F	ILL-EMP	09/28/2007	10/30/2007
Total Engineering, Hardware		2			
Total ZSI		2			

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Perfect Attendance

This report lists all employees who have perfect attendance records within a specified date range. The system calculates years of service for each employee as of the Seniority Start Date on the employee's HR Status page. You can select one or a group of employees, specific organization levels, employees of a particular exempt status and absence transactions within a specified date range.

NAME	EMPLOYEE ID	YEARS OF SERVICE
Zsi <i>Z Systems Inc.</i>		
		Z-Systems, Inc.
		Perfect Attendance List
Corporate, Accounting		
Margolis, Mary N.	127	12
Total Corporate, Accounting	1	
Corporate, Administration		
Juarez, Marian A.	107	18
Total Corporate, Administration	1	
Corporate, Human Resources		
Jones, Sheryl L.	24	1
Smith, Nancy S.	139	17
Total Corporate, Human Resources	2	
Corporate, Operations		
Startwirth, Melisa S.	142	5
Total Corporate, Operations	1	
Corporate, Sales		
Farber, Maximillian Clayt	102	29
Total Corporate, Sales	1	
Engineering, Hardware		
Bickmire, James S.	132	17
Darkwolf, Duke H.	203	0
Hernandez, Joseph	124	0
Total Engineering, Hardware	3	
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Previous Year End Totals

For each employee and each attendance plan, this report provides the carryover hours, hours accrued, hours taken and hours available as of the previous plan year close date. It also totals the attendance information for all plans combined. You can include specific employees or employee groups, specific organization levels and employees of a particular exempt status.

PLAN	CARRYOVER	ACCRUED	TAKEN	AVAILABLE	AS OF
 <div style="float: right;"> ZSI/ABC SYSTEMS, INC Previous Year End Totals </div>					
Adams, Donald A.	Organization Corporate, Administration				
ID 101	(CORP ADMIN)				
FMLA Leave	0.00	480.00	0.00	480.00	12/31/2003
FMLA Leave	0.00	480.00	0.00	480.00	01/28/2005
FMLA Leave	0.00	480.00	0.00	480.00	12/31/2005
Holiday Paid	0.00	0.00	48.00	-48.00	11/26/2004
Holiday Paid	0.00	0.00	0.00	0.00	01/28/2005
Holiday Paid	0.00	0.00	0.00	0.00	12/31/2005
Holiday Time Off	0.00	0.00	16.00	-16.00	07/18/2003
Illness, Salary	0.00	78.68	0.00	78.68	02/05/2000
Illness, Salary	20.00	78.25	0.00	98.25	02/03/2001
Illness, Salary	20.00	77.81	0.00	97.81	02/01/2002
Illness, Salary	20.00	79.12	16.00	83.12	02/07/2003
Illness, Salary	20.00	78.90	8.00	90.90	02/06/2004
Illness, Salary	20.00	76.94	16.00	80.94	01/28/2005
Illness, Salary	20.00	76.93	0.00	96.93	01/28/2006
Illness, Salary	20.00	79.78	0.00	99.78	02/10/2007
Personal Leave, Std. Plan	0.00	48.00	4.00	44.00	12/26/2003
Personal Leave, Std. Plan	0.00	24.00	0.00	24.00	12/17/2004
Personal Leave, Std. Plan	0.00	24.00	24.00	0.00	12/30/2005
Personal Leave, Std. Plan	0.00	24.00	0.00	24.00	08/19/2006
	0.00	200.00	200.00	0.00	12/23/2000
	0.00	200.00	104.00	96.00	12/22/2001
	40.00	200.00	332.00	-92.00	12/30/2002
Executive Vacation Plan	0.00	280.00	160.00	120.00	12/26/2003
Executive Vacation Plan	100.00	0.00	48.00	52.00	12/17/2004
Executive Vacation Plan	260.00	240.00	320.00	180.00	12/30/2005
Executive Vacation Plan	10.00	240.00	240.00	10.00	08/19/2006
Total	550.00	3546.42	1536.00	2560.42	
<hr/>					
Smith, Zabrina S.	Organization Operations, Manufacturing				
ID 104	(OPERATIONS MAN)				
FMLA Leave	0.00	480.00	0.00	480.00	06/16/2004
FMLA Leave	0.00	480.00	0.00	480.00	01/28/2005
FMLA Leave	0.00	480.00	0.00	480.00	12/31/2005
Holiday Paid	0.00	0.00	48.00	-48.00	11/26/2004
Holiday Paid	0.00	0.00	0.00	0.00	01/28/2005
Holiday Paid	0.00	0.00	0.00	0.00	12/31/2005
Holiday Time Off	0.00	0.00	18.00	-18.00	07/18/2003
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Ranked List by Hours Absent

For each employee, this report shows the total number of absence hours taken for each absence reason. The system groups the report by reason code and lists the employees within each reason code. You can select specific employees or groups of employees, specific organization levels and employees of a particular exempt status.

		Z-Systems, Inc. Ranked List by Hours Absent	
NAME	EMPLOYEE ID	ORGANIZATION	HOURS TAKEN
Family Medical/Leave			
Darkwolf, Duke H.	203	Engineering, Hardware	240.00
Brown, Virgil L.	106	Engineering, Software	16.00
			256.00
Holiday			
Adams, Donald A.	101	Corporate, Administration	240.00
Brown, Virgil L.	106	Engineering, Software	224.00
Johnson, SPHR, Mary S.	109	Corporate, Human Resources	224.00
Rise, Judith P.	114	Sales and Marketing, Sales	224.00
Peacock, Richard S.	115	Sales and Marketing, Sales	224.00
Krause, Janet A.	118	Sales and Marketing, Sales	224.00
Jones, Gilbert W.	120	Engineering, Hardware	224.00
Finn, Gail S.	126	Finance, Accounting	224.00
Eagle, James J.	131	Operations, Manufacturing	224.00
Garcia, CPP, Tom T.	133	Finance, Accounting	224.00
White, Donald N.	134	Engineering, Software	224.00
Albright, Albert M.	135	Engineering, Manufacturing	224.00
Von Raes, Mary E.	144	Sales and Marketing, Marketing	224.00
Nagassi, Robert N.	145	Sales and Marketing, Sales	224.00
Willits, Joleen P.	146	Finance, Accounting	224.00
Chin, Nora C.	147	Operations, Manufacturing	224.00
Baker, Robert Q.	151	Sales and Marketing, Administration	224.00
Moreland, Beverly C.	152	Sales and Marketing, Sales	224.00
Dodge, CPA, Tom P.	201	Finance, Accounting	224.00
Palmer, Courtney C.	205	Sales and Marketing, Marketing	224.00
White, Stacy R.	137	Operations, Manufacturing	218.00
Smith, Zabrina S.	104	Operations, Manufacturing	210.00
Bandana, Pepper S.	105	Operations, Manufacturing	210.00
Juarez, Marian A.	107	Corporate, Administration	210.00
Huang, Mary M.	110	Operations, Manufacturing	210.00
Rodriguez, Richard N.	113	Operations, Materials	210.00
Hatfield, Carolyn N.	117	Operations, Manufacturing	210.00
Bramble, Virginia L.	119	Operations, Materials	210.00
Anderson, Cornelia B.	121	Operations, Manufacturing	210.00
DeWitt, Deana Sue	125	Operations, Manufacturing	210.00
Goldstein, Alicia T.	128	Operations, Quality Assurance	210.00
Thompson, Wendy Q.	129	Operations, Quality Assurance	210.00
Attwater, Christine E.	130	Sales and Marketing, Sales	210.00
Bickmire, James S.	132	Engineering, Hardware	210.00
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