

My Organization Attendance - Overview

Use the **My Organization Attendance** entry point to track the attendance of employees.

To use My Organization Attendance, a management hierarchy must be established using the **Maintain Position Reports To** entry point and Attendance codes must be set up.

Tab	Description
Un-Reported	Lists employees whose attendance status is currently unknown. Use this tab to mark these employees present or absent.
Reported	Lists employees who have signed in, clocked in, or reported an absence for the day. On this tab, you can also view vacant positions and, if needed, create a vacancy Sub Job or add a substitute to a vacant position.
Un-Reported and Reported	Combines the data from the Unreported and Reported tabs to provide a list of the user's entire roster.
Substitute Job Status	View all Sub Jobs, filled or unfilled that are based on employee absences or vacant positions and manage substitute assignments. This tab can also be accessed directly via the Substitute Job Status entry point.
Absence History	View absence details and adjust their associated dates, status, and substitutes.

Tab	Description
Deleted Substitute Job	View substitute jobs that have been deleted in an organization.
Substitute Management	Designate preferred and restricted substitutes.
No-Show List	View substitutes who were flagged as No Shows within a selected date range.