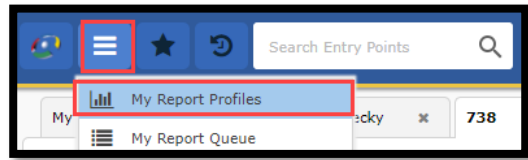
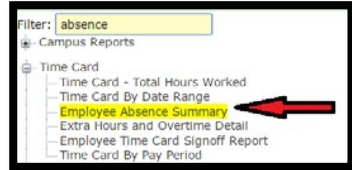
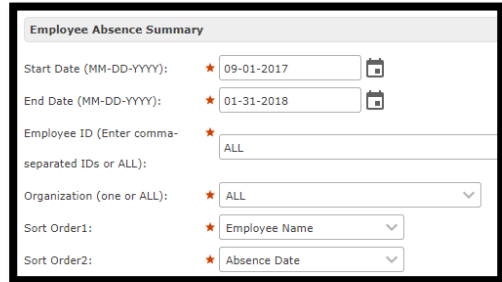

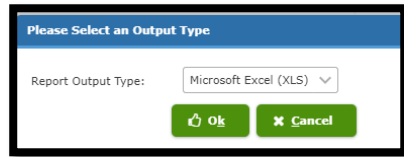
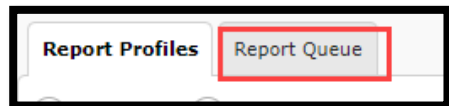


TEAMS: Employee Absence Summary Report

Employee Absence Summary Report

1. Select My Report Profiles on the Contextual dropdown menu	
2. Type: Absence in the filter field 3. Select: Employee Absence Summary	
4. Fill in the Employee Absence Summary Questions. See example →	
5. Select Request Report	
6. Using the down arrow, select the output type; PDF or Excel. 7. Select OK	
8. Select the Report Queue Tab	
9. When your report is complete – the status will be marked as “complete” 10. Click on the Title, “Employee Absence Summary” to view the report. 11. Note: The report will contain all absences, even those that do not count against the employee such as; jury duty and school business	