

# Un-Reported and Reported Tab

Use the **My Organization Attendance** entry point to view the Un-Reported and Reported tab, which lists all reported and unreported absences for the day. This page displays the user's full roster from both the Un-reported tab and the Reported tab and combines the functionality of those two pages.

To access the **Un-Reported and Reported** tab, click it to bring it forward.

Complete one or more of the options below to filter your search results:

- Select an **Organization**.
- To search for specific employees on the list, select a **Search By** option and complete the corresponding field.
- If you want to include Vacant or Future Vacant positions, select "Yes" in the **Display Vacancies** field.
- The **As of Date** defaults to the current date, but you can change it if necessary.

Next, click the **Search** button. Your results will appear in the Organization Positions All table.



## Notes About Columns

Here are some additional things to keep in mind about the columns on the page:

- If you selected "Yes" in the Display Vacancies field, the "Current Position Status" column may display any of the codes below for Vacant or Future Vacant positions:
  - V = Vacant
  - FV = Future Vacant
  - FV = Future Vacant Pending
  - FV = Future Vacant Pending Replacement
  - FV = Future Vacant Pending Transfer
  - VP = Vacant Pending
- In the "Name" column, if the column is displaying a name for an employee associated with a position that has one of the Vacant or Future Vacant statuses listed above, the employee name is displayed in parentheses, for example, "(Jill Sample)".
- For Filled positions, the "Current Position Status" column is blank and the employee name is not displayed in parentheses in the Name column.
- The Master Schedule column contains Y if the employee position is on the Master Schedule. Click the Y link to view the Master Schedule tab for the employee's schedule of courses/sections.
- The "Reported In" column indicates either the time of the first Clock In punch or Sign In action that triggered the employee to move from the Un-Reported tab to the Reported tab.
- The "Source" column indicates the source of the time stamp in the "Reported In" column.

# Buttons on the Un-Reported and Reported Tab

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These buttons are available on the Un-Reported and Reported tab.

## Present Button

If you have verified that the employee is present, follow the steps below:

- Click the employee, then click the **Present** button to view the Record a Time Stamp box.
- Enter the employee's **Arrival Time**.
- Click the **Submit** button.

## Add Job without Substitute

Use the Add Job without Substitute button to create a substitute job for a vacant position and make it available for substitutes to see in the Substitute Self Serve application.

- On the Reported tab, click an absence for which there is not already a substitute job created.
- Click the **Add Job without Substitute** button to view the Add Substitute tab in a pop-up window.
- Set the **Start** and **End** dates for the job and the **From**, **To**, and **Lunch** duration.
- Click the **OK** button to create a Sub Job ID for the vacant position and make it available to be filled by a substitute.

## Split Vacancy Sub Job

Use the Split Vacancy Sub Job button to assign two substitutes to a date or dates on a vacancy substitute job where a substitute is already assigned.

Click the **Split Vacancy Sub Job** button to view the Split Vacant Sub Jobs tab. This button is only available for selection when you select a row that is a vacancy and already has a substitute assigned to that vacancy for that date.

The sections of the Split Vacant Sub Job tab are:

- The **Sub Job Information** section at the top of the tab shows the current Sub Job ID, assigned substitute, and the date(s) and times of the substitute job.
- The **Update Times for Sub Job ID** section, where you can edit the times that the current substitute will be scheduled to work on the date (or dates) that will be split with another Substitute
- The **Add Additional Substitute** section, where you can set the scheduled work time for the second half of the date (or dates) selected to be split. If a Substitute has already been selected, he or she can be added in this section. If no substitute has been arranged, you can select the *No* option for the Add Substitute field. If you select No, then that segment of the unfilled job will be made available to all qualified substitutes through normal substitute job search options.

## Split Absence Sub Job

Use the Split Absence Sub Job button to assign two substitutes to a date or dates on an absence where a substitute is already assigned.

Click the **Split Absence Sub Job** button to view the Split Absence Sub Jobs tab. This button is only available for selection when you select a row that is an absence and already has a substitute assigned to that absence for that date.

The sections of the Split Absence Sub Job tab are:

- The **Sub Job Information** section at the top of the tab shows the current Sub Job ID, assigned substitute, and the date(s) and times of the substitute job.
- The **Update Times for Sub Job ID** section, where you can edit the times that the current substitute will be scheduled to work on the date (or dates) that will be split with another Substitute
- The **Add Additional Substitute** section, where you can set the scheduled work time for the second half of the date (or dates) selected to be split. If a Substitute has already been selected, he or she can be added in this section. If no substitute has been arranged, you can select the *No* option for the Add Substitute field. If you select No,

then that segment of the unfilled job will be made available to all qualified substitutes through normal substitute job search options.