

Review Before Printing Affidavits

Leave Entry

As Of: 12/01/2014
 Location: EISENHOWER HIGH
 Barg. Unit: (All)
 Supervisor: (All)
 Pay Cal: (All)

EIN	Name	Position	Sun Nov 30	Mon Dec 01	Tue Dec 02	Wed Dec 03	Thu Dec 04	Fri Dec 05	Sat Dec 06	Sun Dec 07	Mon Dec 08	Tue Dec 09	Wed Dec 10	Thu Dec 11	Fri Dec 12	Sat Dec 13	Sun Dec 14	Mon Dec 15	Tue Dec 16	Wed Dec 17	Thu Dec 18	Fri Dec 19	Sat Dec 20	Sun Dec 21	Mon Dec 22	Tue Dec 23	Wed Dec 24	Thu Dec 25	Fri Dec 26	Sat Dec 27	Sun Dec 28	Mon Dec 29	
		IAII037												PN																			
		TEACH...												SL																			
		ASPRIN...																															
		TEACH...																															
		IAII043					FN*					VL																					
		TEACH...																															
		TEACH...																															
		LIBRAR02																															
		SECI06																															
		IAII046																															
		TEACH...						SL																									
		TEACH...																															
		TEACH...																															
		IAIIBB 10					SL	SL																									
		IALIFEG...																															

Valid Leave Codes for Position IAI037 are SL, PN, FI, VL, VM, VP, IL, B3, B5, DK, SV, FL, FS, FV, FD, JD, UK, ML, 50

Missing Info

Logon: jcarroll District: 74 Rialto Unified School District Fiscal Year: 2015 Financial 2000 Version: 2015.02.0024

Rounding to nearest quarter of hour:
 .00 - .12 = .00 down
 .13 - .37 = .25
 .38 - .62 = .50
 .63 - .87 = .75
 .88 - .95 = .00 up

- ✓ Review the prior week's absences by glancing over the "grid" on Leave Entry page by page. Be sure to review ALL pages.
- ✓ Hover over each absence type (i.e. VL, SL, PN, etc.) to verify that the recorded times are rounded to the nearest ¼ of an hour. For example -7 instead of -6.93. Make changes if needed. (see chart on the right side center)
- ✓ Check for leave types in **RED** which indicates "Warnings" or "Requires Incident Note." Add Incident Note for Bereavement (xx/xx/xxxx relationship), if required.
- ✓ Enter Transaction Notes (sub's name, in-house coverage, or FMLA) if needed.
- ✓ Enter any absences that are missing.
- ✓ Now you are ready to print your Affidavits!