

Reconciling Absences

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VIDEO

Check out our related video - [New Admin- Reconciling Absences \(2:47\)](#) - as you review this topic.

The "Reconcile" feature in Absence Management allows you to verify or double-check that the absences recorded at your school are accurate.



This feature is especially important if you share your absence data with a payroll system.

You will see the "Reconcile" option via the "Quick Actions" menu on your homepage. The number displayed on this button indicates the number of absences at your location that have yet to be reconciled.

The screenshot shows the Absence Management interface for Victoria County School District. The top navigation bar includes the title "Absence Management", the district name, a search bar, and the user's name "Rose Tyler Campus User". The main content area features a summary for 01/24/2020 with filters for Absences and Vacancies. The summary includes four circular gauges: Total (2), Unfilled (1, 50.0%), Filled (1, 50.0%), and No Sub Required (0). A "JAN 24 DAILY REPORT" button is also present. On the right, the "Quick Actions" menu is highlighted with a red box, containing buttons for "Create Absence", "Create Vacancy", "Approve" (2 in the next 45 days), and "Reconcile" (7 in the past 30 days). Below the summary, a table titled "1 Unfilled" lists the unfilled absence.

| Conf # | Name | School | Reason | Shift | ✓ | Created |
|--------------------------------------|---------------|----------------------|----------------------------|-------|----|--------------------|
| 401544775 Absence | Canelo, Henry | Walker Middle School | Illness > Personal Illness | ● | NA | 1/23/2020 11:00 AM |

Click **Reconcile** to be taken to the "Reconciliation Summary."

Click a hyperlink below to jump to that topic:

- [Reconciliation Summary](#)
- [Reconciling an Absence](#)
- [Reconcile All](#)

Reconciliation Summary

On this page, you can view a history of the absences you have reconciled, as well as any absences that still need to be reconciled.

The initial view will show the last month's total absences, but you can manage this timeframe via the filter options at the top of the page. (If you do make a change, be sure to click the **Search** button to apply the filter(s).)

Reconciliation Summary

Date Range:

12/24/2019

01/24/2020

☒ Filled ☒ Unfilled ☒ Sub Not Needed

All Schools

Schools

Search

How to Reconcile/Unreconcile events:

Access the Details screen for each day by clicking on the number of the events on each day that are reconciled or not reconciled. On the details screen, you can reconcile, unreconcile and modify the details of each event individually or all at the same time.

| Date | Reconciled Summary | | Not reconciled | |
|---------------------------------|--------------------|------|----------------|---|
| December 25 - December 28, 2019 | <div></div> | 0/0 | 0 | > |
| December 29 - January 4, 2020 | <div></div> | 4/5 | 1 | > |
| January 5 - January 11, 2020 | <div></div> | 0/1 | 1 | > |
| January 12 - January 18, 2020 | <div></div> | 0/2 | 2 | > |
| January 19 - January 24, 2020 | <div></div> | 1/4 | 3 | > |
| Total Events | | 5/12 | 7 | |

In the summary section, the system will represent each week by a single row. This row displays a progress bar with the number of absences reconciled and not reconciled.

You can click the arrow to the far right of a week to show the individual days for that timeframe.

| Date | Reconciled Summary | | Not reconciled | |
|---------------------------------|--------------------|------|----------------|---|
| December 25 - December 28, 2019 | <div></div> | 0/0 | 0 | > |
| December 29 - January 4, 2020 | <div></div> | 4/5 | 1 | > |
| January 5 - January 11, 2020 | <div></div> | 0/1 | 1 | > |
| January 12 - January 18, 2020 | <div></div> | 0/2 | 2 | > |
| January 19 - January 24, 2020 | <div></div> | 1/4 | 3 | > |
| Total Events | | 5/12 | 7 | |



When you first come to the summary, the most recent week will already be expanded for you.

Reconciling an Absence

When a row of the summary is expanded, you will see buttons for each day that indicate how many absences are left to be reconciled.

| January 19 - January 24, 2020 | | 1/4 | 3 | ▼ |
|-------------------------------|--|-----|-------------|---|
| Sunday, January 19, 2020 | | 0/0 | 0 | |
| Monday, January 20, 2020 | | 0/1 | Reconcile 1 | |
| Tuesday, January 21, 2020 | | 1/1 | 0 | |
| Wednesday, January 22, 2020 | | 0/0 | 0 | |
| Thursday, January 23, 2020 | | 0/0 | 0 | |
| Friday, January 24, 2020 | | 0/2 | Reconcile 2 | |

Click the **Reconcile** button for a specific day to be taken to the "Reconciliation Details" page. Here, you will see a list of absences for that day that need to be reconciled.

Reconciliation Details: For Friday, 1/24/2020 < >

Reconciliation Summary

All Schools Schools ▼ All Budget Codes Budget Codes ▼ All Reasons Reasons ▼ All Accounting Codes Accounting Codes ▼

Filled status:
☒ Filled
☒ Unfilled
☒ Sub Not Needed

Type:
☒ Absences
☒ Vacancies

State:
☒ Not Reconciled
☐ Reconciled

2 Items Reconcile All

Absence | Finney, George Full Day (8:00 AM-4:00 PM) 🔗 Edit Details Reconcile

Confirmation #: 401544365 Substitute: George Barrowman
Employee Type: Principal
Location: Hamner High School

Absence Reason: Professional Day
Budget Code: Select One
Accounting Code: Select One
Hours Sub Worked: Hours
Pay Code: Select One
Save

Absence | Canelo, Henry Full Day (7:00 AM-3:00 PM) 🔗 Edit Details Reconcile

Confirmation #: 401544775
Employee Type: Teacher
Location: Walker Middle School

Absence Reason: Illness > Personal Illness
Budget Code: Select One
Accounting Code: Select One
Save

When reconciling absences, keep in mind that you are reconciling one day at a time. If an absence goes across multiple days, you will need to reconcile each day of that absence, individually. However, you can reconcile an entire multiple day absence all at once via the "Reconcile All" option. (We will get to that a little further down.)

At the top of the page you can filter the absences shown by Location, Reason, Codes, Fill Status, Type, and State.

Reconciliation Details: For **Friday, 1/24/2020**

<
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Reconciliation Summary

All Schools
Schools

All Budget Codes
Budget Codes

All Reasons
Reasons

All Accounting Codes
Accounting Codes

Filled status:
☒ Filled
☒ Unfilled
☒ Sub Not Needed

Type:
☒ Absences
☒ Vacancies

State:
☒ Not Reconciled
☐ Reconciled

The system lists each absence individually, and it is here where you will want to review all the absence details and make any necessary changes.

If an update is needed, you can directly change the absence reason, budget code, and/or accounting code via this page. Any additional updates, however, must be performed via the Absence Modify page, which can be accessed by selecting the **Edit Details** button for that particular absence. (*Remember to click **Save** to apply any added changes.)

Absence
Canelo, Henry
Full Day (7:00 AM-3:00 PM)

Edit Details
Reconcile

Confirmation #: 401544775
Employee Type: Teacher
Location: Walker Middle School

Absence Reason: Illness > Personal Illness
Budget Code: Select One
Accounting Code: Select One

Save

When you are sure the absence details are correct, click the green **Reconcile** button. This selection will hide the absence and allow you to move on to the next absence that needs to be reconciled. (Just remember you also have the option to un-reconcile an absence, when needed.)

1 Item

Absence
Finney, George
Full Day (8:00 AM-4:00 PM)

Edit Details
Reconcile

Confirmation #: 401544365
Employee Type: Principal
Location: Hamner High School

Substitute: George Barrowma
Absence Reason: Professional Day
Budget Code: Select One
Accounting Code: Select One
Hours Sub Worked: Hours
Pay Code: Select One

Save

401544775 for Canelo, Henry has been Reconciled
Dismiss
Unreconcile

Reconcile All

If there is more than one absence to reconcile on the Reconciliation Details page, the "Reconcile All" button will appear near the top-right corner of the page.

This option allows you to reconcile all absences on this page at one time.



Before you select this option, be sure to review all the absences and to make any necessary changes (as discussed in the section above).

Once you are ready to reconcile, click the **Reconcile All** button.

2 Items

Reconcile All

Absence
Finney, George
Full Day (8:00 AM-4:00 PM)
Edit Details
Reconcile

Confirmation #: 401544365
Substitute: George Barrowma

Employee Type: Principal
Location: Hamner High School

Absence Reason: Professional Day
Budget Code: Select One
Accounting Code: Select One
Hours Sub Worked: Hours
Pay Code: Select One
Save

Absence
Canelo, Henry
Full Day (7:00 AM-3:00 PM)
Edit Details
Reconcile

Confirmation #: 401544775

Employee Type: Teacher
Location: Walker Middle School

Absence Reason: Illness > Personal Illness
Budget Code: Select One
Accounting Code: Select One
Save



Depending the number of absences reconciled, you may see a progress bar appear that indicates the current status of this process.

Once complete, the system will hide the absences, and you will have the option to un-reconcile, if needed.

You can then click the **Reconciliation Summary** button in the top right corner of the page to return to the main Reconciliation page.

Reconciliation Details: For Friday, 1/24/2020

< >

Reconciliation Summary

All Schools
Schools

All Budget Codes
Budget Codes

Filled status:
☒ Filled
☒ Unfilled
☒ Sub Not Needed

Type:
☒ Absences
☒ Vacancies

State:
☒ Not Reconciled
☐ Reconciled

All Reasons
Reasons

All Accounting Codes
Accounting Codes

401544365 for Finney, George has been Reconciled
Dismiss
Unreconcile

401544775 for Canelo, Henry has been Reconciled
Dismiss
Unreconcile

No Results Found

Recommended for you