Reconciling Absences

Fabian Dittrich



VIDEO

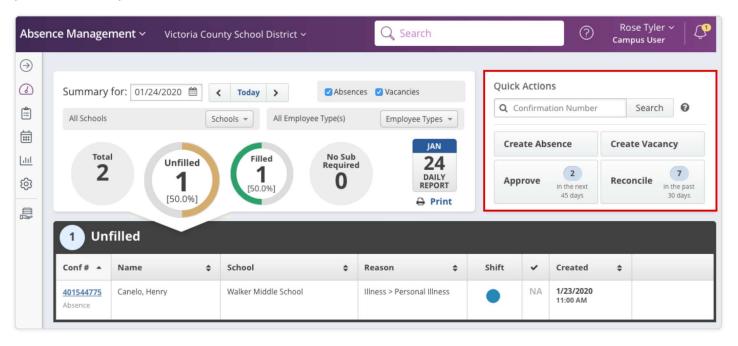
Check out our related video - New Admin- Reconciling Absences (2:47) - as you review this topic.

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.



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

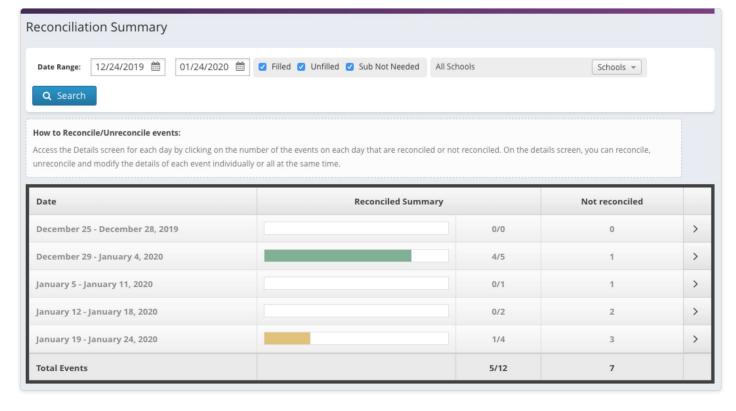
Click a hyperlink below to jump to that topic:

- → 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).)



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.

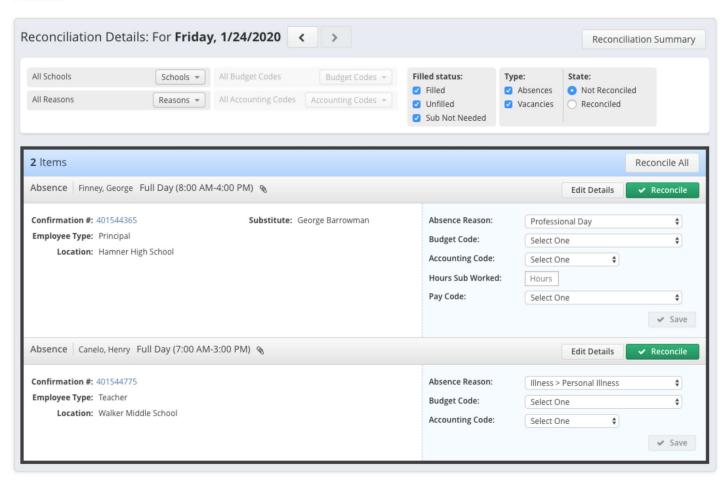
January 5 - January 11, 2020 0/1 1 2 3 January 12 - January 18, 2020 0/2 2 3 January 19 - January 24, 2020 1/4 3 3	Date	Reconciled Summary	Not reconciled
January 5 - January 11, 2020 0/1 1 2 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	December 25 - December 28, 2019	0/0	0
January 12 - January 18, 2020 January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

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.

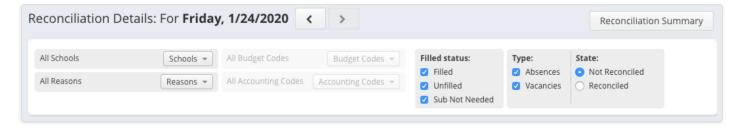
January 19 - January 24, 2020	1/4	3	~
Sunday, January 19, 2020	0/0	0	
Monday, January 20, 2020	0/1	Reconcile 1	
Tuesday, January 21, 2020	1/1	0	
Wednesday, January 22, 2020	0/0	0	
Thursday, January 23, 2020	0/0	0	
Friday, January 24, 2020	0/2	Reconcile 2	

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.



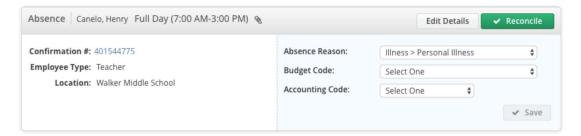
When reconciling absences, keep in mind that you are reconciling one day at a time. If an absence goes across multiple days, you will need to reconcile each day of that absence, individually. However, you can reconcile an entire multiple day absence all at once via the "Reconcile All" option. (We will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

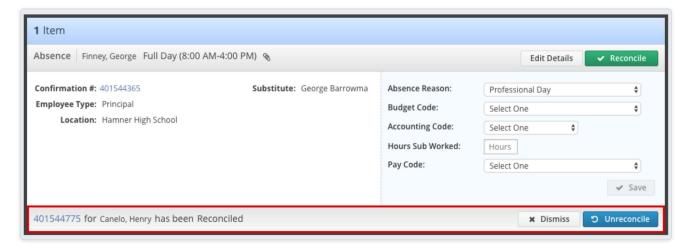


The system lists each absence individually, and it is here where you will want to review all the absence details and make any necessary changes.

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.)



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.)



Reconcile All

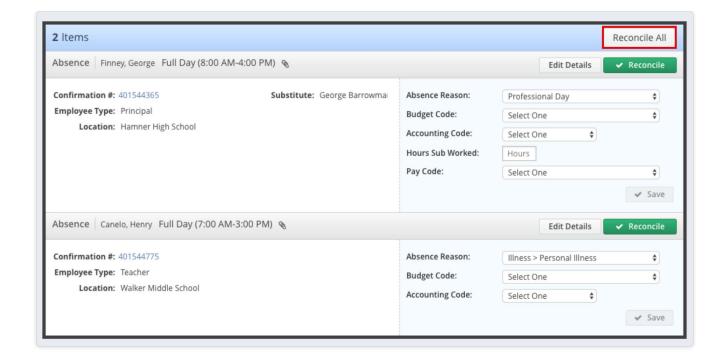
If there is more than one absence to reconcile on the Reconciliation Details page, the "Reconcile All" button will appear near the top-right corner of the page.

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.

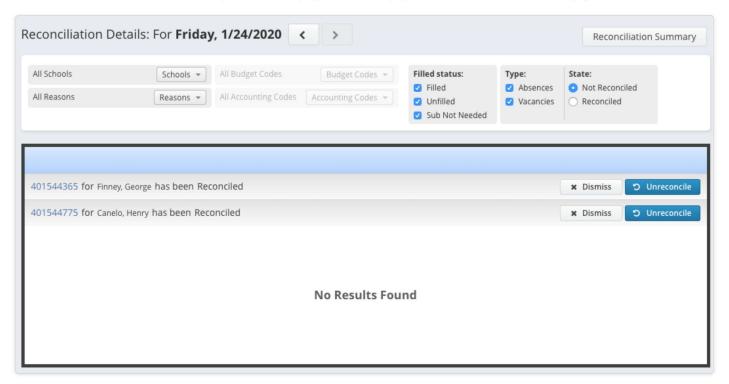


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Depending the number of absences reconciled, you may see a progress bar appear that indicates the current status of this process.

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.



Recommended for you