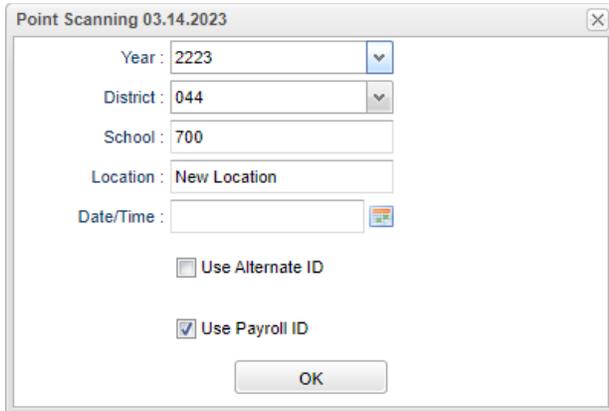


HR Location Scanning

Select **Human Resources > Entry > HR Location Scanning**.

Setup Options



Year - Defaults to the current year. A prior year may be accessed by clicking in the field and making the appropriate selection from the drop-down list.

District - Default value is based on the user's security settings. It will be limited to the user's district only.

School - Default value is based on the user's security settings. If the user is assigned to a school, the school default value will be their school site code.

Location - Click to select a previously used location. If the desired location is not listed, close the pick list and begin to type the name of the new location. This will add the new location to the pick list. To delete a location use Action > Delete Location located at the top right corner of the screen.

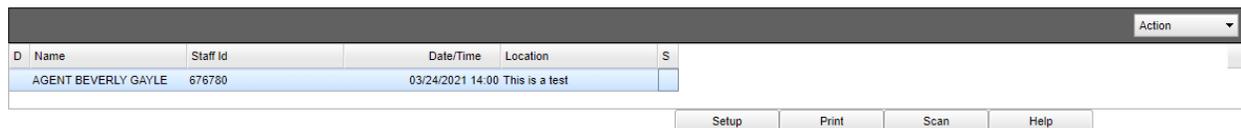
Time/Date - Time and date of when employee was scanned.

Use Alternate ID - This uses the interface ID for student and staff for scan matching.

Use Payroll ID - This option allows the system to use the staff members payroll ID as a scannable ID.

Ok - Click to continue.

Main



D	Name	Staff Id	Date/Time	Location	S
	AGENT BEVERLY GAYLE	676780	03/24/2021 14:00	This is a test	

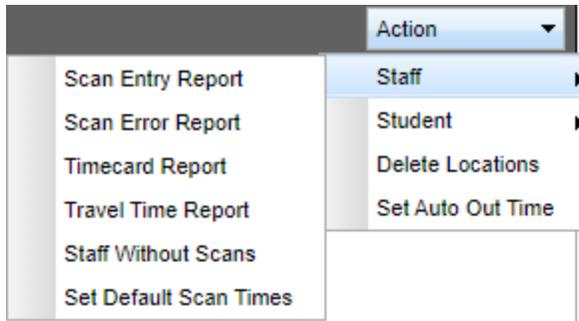
Name - Employee's name.

Staff ID - Employee's identification number.

Date/Time - Date and time of employee scanning.

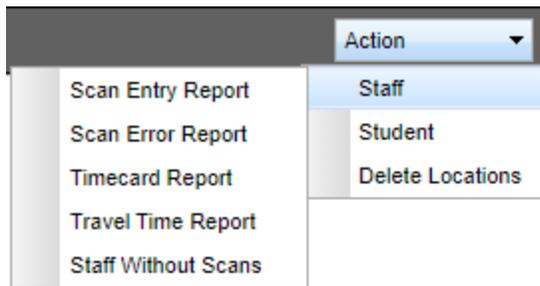
Location - Location of employee scanning.

Top



Scan Entry Report

Go to **Action > Staff > Scan Entry Report**.



Setup Options

A screenshot of a dialog box titled 'Setup - 04.18.23'. The dialog box contains several input fields and buttons. The fields are: Year (2324), District (038), School (700), From Date (Jul 22 2023), To Date (Jul 22 2023), From Time (00:00), To Time (23:59), Location (empty), and Select Staff Type (empty). There are also 'OK' and 'Cancel' buttons.

Year - Defaults to the current year. A prior year may be accessed by clicking in the field and making the appropriate selection from the drop-down list.

District - Default value is based on the user's security settings. The user will be limited to their district only.

School - Default value is based on the user's security settings. If the user is assigned to a school, the school default value will be their school site code.

From Date and To Date - A set of dates that limits the selection of records for the report to a beginning date (from) and an ending date (to) range.

From Time and To Time - A set of times that limits the selection of records for the report to a beginning time (from) and an ending time (to) range.

Location - Select the location(s) to view all employees who have entered the selected location(s).

Select Staff Type - Select the object/function code(s) to view only the employees that have the selected object/function codes and the locations they have scanned into.

From Time / To Time - Enter the range of time, in military time, to view employees who enter the selected location(s) within that range of time.

OK - Click to continue.

Main

Scan Entry Report											
	District	School	School Abbr	Staff Id	Last Name	First Name	Suffix	Location	Status	Create User	Create Date
1	044	700	CO	010574	BROWN	BRENDA		Central Office	IN	attndhr	04/03/2023 06:51:23
2	044	700	CO	010182	ENGLANDE	CYNTHIA		Central Office	IN	attndhr	04/03/2023 07:01:40
3	044	700	CO	010093	AVENEL	ELIZABETH		Central Office	IN	attndhr	04/03/2023 07:07:34
4	044	700	CO	010872	TEDESCO	KATHY		Central Office	IN	attndhr	04/03/2023 07:14:12
5	044	700	CO	110077	ROUSSELLE	JUDITH		Central Office	IN	attndhr	04/03/2023 07:32:47
6	044	700	CO	011316	WHITNEY	GEORGINA		Central Office	IN	attndhr	04/03/2023 07:34:26
7	044	700	CO	010498	PRITCHARD	DENISE		Central Office	IN	attndhr	04/03/2023 07:41:57
8	044	700	CO	010089	BROWNE	CONRAD	JR	Central Office	IN	attndhr	04/03/2023 07:42:40
9	044	700	CO	010623	LICCIARDI	ANDREA		Central Office	IN	attndhr	04/03/2023 07:42:59
10	044	700	CO	010305	MONTALBANO	BRENDA		Central Office	IN	attndhr	04/03/2023 07:49:10

District - District number

School - School site number

School Abbr - School Name Abbreviation - data comes from the Sponsor Site Editor.

Staff ID - Staff identification number

Last Name - Last name of staff member

First Name - First name of staff member

Suffix - Staff member generational suffix

Location - A list of employees will be displayed with the location(s) they scanned into with a date and time.

Status - Displays if staff is scanned in or out on this scan record.

Create User - The user that created the record.

Create Date - The date and time the user created the record.

Scan Error Report

Setup Options

Setup - 10.04.16

Year : 2324

District : 038

School : 700

Date : Jul 22 2023

OK

Year - Defaults to the current year. A prior year may be accessed by clicking in the field and making the appropriate selection from the drop-down list.

District - Default value is based on the user's security settings. The user will be limited to their district only.

School - Default value is based on the user's security settings. If the user is assigned to a school, the school default value will be their school site code.

Date - Current date

OK - Click to continue.

Main

D	District	School	Staff Id	Last Name	First Name	Suffix	Location	Create User	Create Date	Add
---	----------	--------	----------	-----------	------------	--------	----------	-------------	-------------	-----

District - District number

School - School site number

Staff ID - Staff identification number

Last Name - Last name of staff member

First Name - First name of staff member

Suffix - Staff member generational suffix

Location - A list of employees will be displayed with the location(s) they scanned into with a date and time.

Create User - The user that created the record.

Create Date - The date and time the user created the record.

- A list of employees will be displayed that have NOT scanned out.
- The entries in this list can be edited with a **scan out** time which will remove them from this report.
- **To remove an entry**, click in the **ADD** field to add a "scan out" time.
- An **Add New Scan** popup will appear.
- Click in the **Location** field and make a selection from the list of available locations.
- The popup will display the current time. This will be the time of the **scan out** that will be inserted into this person's record.
- To **edit** the time out, click in the time field on the popup and enter the time at which the employee scanned out.
- When you click **OK** this record is no longer an error and will be automatically removed from this error report.
- You are finished when all of the records have been removed from this report.

Timecard Report

Setup Options

Setup - 01.03.20

Year: 2021

District: 027

School: 700

Date Range Type: Week Month

Start Date: Mar 22, 2021

End Date: Mar 28, 2021

Include Active Staff with no Scan

Show Supervisor Staff

OK

Year - This should be the prior year.

District - Default value is based on the user's security settings. The user will be limited to their district only.

School - The user may run this report for one or all of their schools.

Date Range Type - Select whether the time card is for a Week or Month time range.

Start Date and End Date - A set of dates that limits the selection of records for the report to a beginning date (from) and an ending date (to) range.

Include Active staff with no scan - Check to include the active staff that did not scan for the date range chosen. The absence code appears on the screen on the weekly and monthly reports if an attendance code is available for the staff member. If no code is present then `no scan` is printed.

Show Supervisor Staff - Limit employee list to only those you are the supervisor of.

OK - Click to continue.

Main

Timecard Report

Search:

	<input type="checkbox"/>	District	School	Last Name	First Name	Suffix	Staff Id	Date	Hours	Mileage
1	<input type="checkbox"/>	027	010	AA NO	STEPHANIE		123456	05/23/2022	0:19	12
2	<input type="checkbox"/>	027	010	AA NO	STEPHANIE		123456	05/25/2022	6:16	20

Setup Print Help Print Timecard Sign Off

District - District number

School - School site number

Last Name - Last name of staff member

First Name - First name of staff member

Suffix - Staff member generational suffix

Staff ID - Staff identification number

Date - Date scanned/worked

Hours - Hours scanned/worked

Mileage - Number of miles traveled by staff

Bottom



Print - This will allow the user to print the report.

Print Timecard - A list of employees will be displayed with the dates for which there is a scanned record along with the number of hours worked and Mileage. To **print** the time cards, click the check box for either all persons on the list or a select few of them, then click the **Print Timecard** button. The print preview will appear on the screen. Click the **printer** icon at the top of the print preview.

Travel Time Report

Setup Options

Setup - 05.17.22

Year: 2324

District: 038

Date: Jul 22 2023

OK

Year - Defaults to the current year. A prior year may be accessed by clicking in the field and making the appropriate selection from the drop-down list.

District - Default value is based on the user's security settings. The user will be limited to their district only.

Date - Current date

OK - Click to continue.

Main

Travel Time Report							
District	Staff Id	Last Name	First Name	Suffix	Checked In Minutes	Travel Minutes	Mileage

District - District number

Staff ID - Staff member's identification number

Last Name - Staff member's last name

First Name - Staff member's first name

Suffix - Staff member's generational suffix

Checked in Minutes - What time staff member scanned in

Travel Minutes - Staff member's travel time to the next assigned site

Mileage - Number of miles traveled. This data comes from the Sponsor Site Editor>Action>Mileage.

The Travel Time report will appear on the screen.

The report will show the number of minutes and mileage the employee was scanned in at a site and the number of travel minutes to the next assigned site.

Staff Without Scans

Setup

Setup - 02.02.23

Year: 2324

District: 038

Schools: 700

HR Position:

Object Code:

Function Code:

Date: Jul 22, 2023

OK

Year - Defaults to the current year. A prior year may be accessed by clicking in the field and making the appropriate selection from the drop-down list.

District - Default value is based on the user's security settings. It will be limited to the user's district only.

School - Default value is based on the user's security settings. If the user is assigned to a school, the school default value will be their school site code.

Date - Click on the Calendar to choose the date, otherwise the date will default to the current date.

HR Positions - Click inside the box to choose from a list of positions.

Object Code - Click inside the box to choose from a list of Object Codes.

Function Code - Click inside the box to choose from a list of Function Codes.

Ok - Click Ok to continue.

Main

Staff Without Scans						
	District	Site	Staff Id	Last Name	First Name	Suffix
1	027	004	904038	ABSHIRE	SALLY	
2	027	004	699243	ARTERO	HORSEY	
3	027	004	512079	ASHFORD	REBECCA	
4	027	004	537664	AUSTIN	BEVERLY	
5	027	004	089171	BABINEAUX	REBECCA	
6	027	004	910034	BERTRAND	STEPHANIE	
7	027	004	277340	BIAS	TISHA	
8	027	004	417512	BILLEAUDEAUX	CATHERINE	
9	027	004	910021	BOHANNON	CATHERINE	
10	027	004	887901	BOUDREAUX	RACHAEL	
11	027	004	666574	BRANDED	REBECCA	

Column Headers

District - Default value is based on the user's security settings. It will be limited to the user's district only.

Site - School site that the staff member should have scanned at.

Staff ID - Staff member's identification number.

Last Name - Staff member's last name.

First Name - Staff member's first name.

Suffix - Staff member's generational suffix.

Set Default Scan Times

Set Default Scan Times

Default Start Time :

Default End Time :

Default Lunch Minutes :

D	School	Start Time	End Time	Lunch Mins	Day of Week	Position

Save

Default Start Time - The default time for the start of the work day which is used as a last case. The default values are saved for site 700.

Default End Time - The default time for the end of the work day which is used as a last case. The default values are saved for site 700.

Default Lunch Minutes - The default number of minutes for lunch which is used as a last case. The default values are saved for site 700.

D - Delete the selected record.

School - School site number.

Start Time - The default for the start of the work day.

End Time - The default for the end of the work day.

Lunch Mins - The default for the number of minutes for lunch.

Day of Week - The days of the week that the specific start and end times apply to. (ex. Friday end time is 13:00 when the default is 16:00)

Position - The list of positions that are associated with the selected start and end times.

Save - This button saves the default times and lunch minutes at the top of the dialog.

Set Auto Out Time is available if the user has the proper security. This will set a time to automatically sign all staff members out at a certain time.

- Go to [User Management](#), add Category "Attendance", Program "Location Scanning", Action "Set Auto Out Time" to "Read Write". This will allow the menu item to show to be able to set the time.

How-to

1. After clicking OK, type in the staff's ID number and then click Enter on the keyboard.

SAVE: It will show `Saved` when the record saves and then a fading window.

NOT SAVED: It will show a `Record Did Not Save. Please try again` along with the error on why it would not save.

2. Close that window and a chart will appear.
3. If the staff member has a Separation Date, scanning will not work as the Separation Date overrides the Employee Begin/End Contract Dates.