



HRIS Job Role Training

EE Date Calendar

Forms: LP62.1

Table of Contents

| | |
|------------------------------|---|
| Introduction | 3 |
| Employee Date Calendar | 4 |

Introduction

Use Employee Date Calendar (LP62.1) to view employee attendance event history in a calendar format. A year is designated by selecting an ending month and year. All events for the 12-month period ending with the month and year selected will be displayed.

Employee Date Calendar

Employee Date Calendar (LP62.1)

» ? Inquire | Inquire ▾

2 Company 
 3 Employee  BOWLING, JENNIFER L.

4 OR {
 Year Ending
 Reason Class
 Reason Code

Totals
 Hours 44.00
 Points
 Occurrences 5

| Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | 1 |
|-----------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| April | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| May | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| June | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| July | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| August | | | | | | | | | * | | | | | | | | | | | | | | | | | | | | | | |
| September | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| October | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| November | | | | | | | | | | | | | | | | | | | | | * | | | | | | | | | | |
| December | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| January | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | * | |
| February | | | | | | | | | * | | | | | | | | | | | | | | | | | | | | | | |
| March | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Example



5



R=Required, O=Optional, N=Not Applicable

| | HRIS Field | R / O | Step/Action | Expected Results |  Notes/ Additional Information |
|---|-----------------------|--------------|---|---|---|
| 1 | White Search Box | R | Type LP62.1 in the White Search Box. Press ENTER on the keyboard. | The Employee Date calendar opens. | |
| 2 | Company Field | R | Type 1 in Company field. | System will access information for Company 1. | All forms/actions must contain a 1 in the Company Field. |
| 3 | Employee Field | R | Type the Employee's EIN. | System will bring up needed information from the employee's record. | You must enter the correct EIN. |
| 4 | Filter Data | N | To limit your data, select a Reason Code or Reason | Results will be filtered based on criteria selected. | Reason Code: Represents an event on a time record and also mimics pay summary groups. Reason Class: is a grouping of reason codes |
| 5 | Inquire Button | R | Click Inquire | You should get message "Inquiry Complete, in the lower left corner. | Asterisks (*) will appear and will represent an event that occurred. For example, in the screen shot above, employee took Sick Leave (310) on November 2 nd , 2011 |