How to View Employee Default Start and End Times
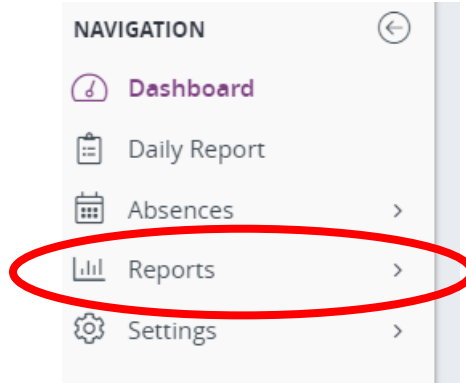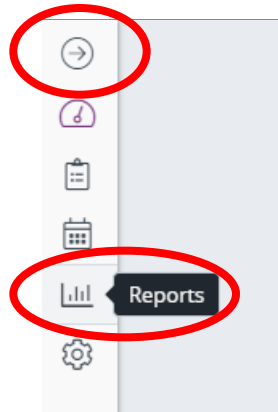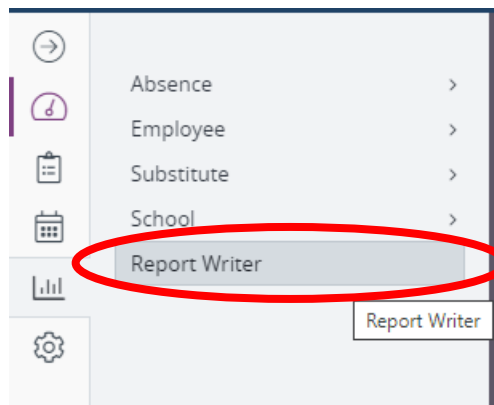
1) Log into Absence Management
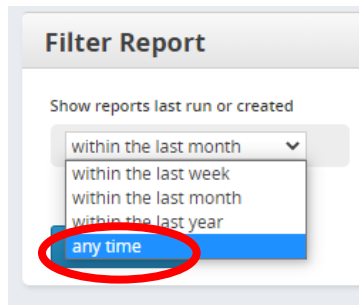2) Click the "Reports" button on the left of your screen

If you don't see "Reports" then that means your navigation bar is minimized. Click the arrow to expand the menu bar or just click the graph to open the reports screen.
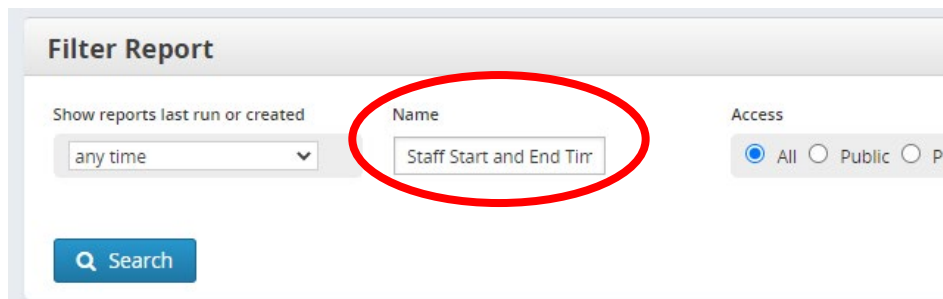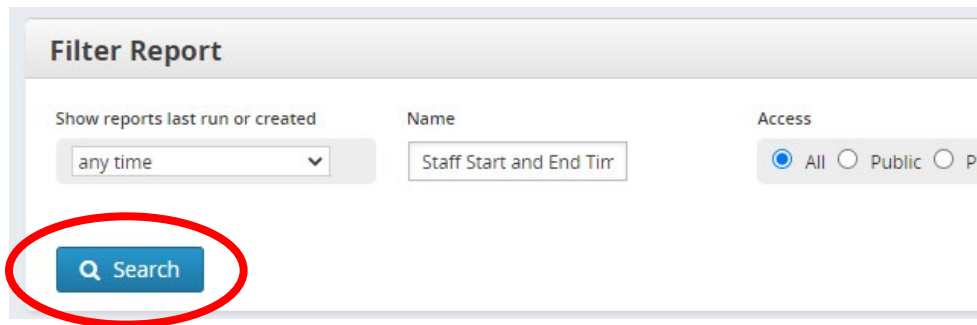

3) Click "Report Writer"

4) Change the "Show reports last run or created" drop down to "any time"

5) Search for the report named "Staff Start and End Times" in the "Name" field.

6) Click the blue "Search" button

7) Click the "Run with New Filters" button on the line for the "Staff Start and End Times" report.

8) You can search for a specific person, specific school (if you have access to more than one school or department), or employee type.

If you want to add search filters you can either type the filter you want or click the notepad icon on the right to select from a list of options.
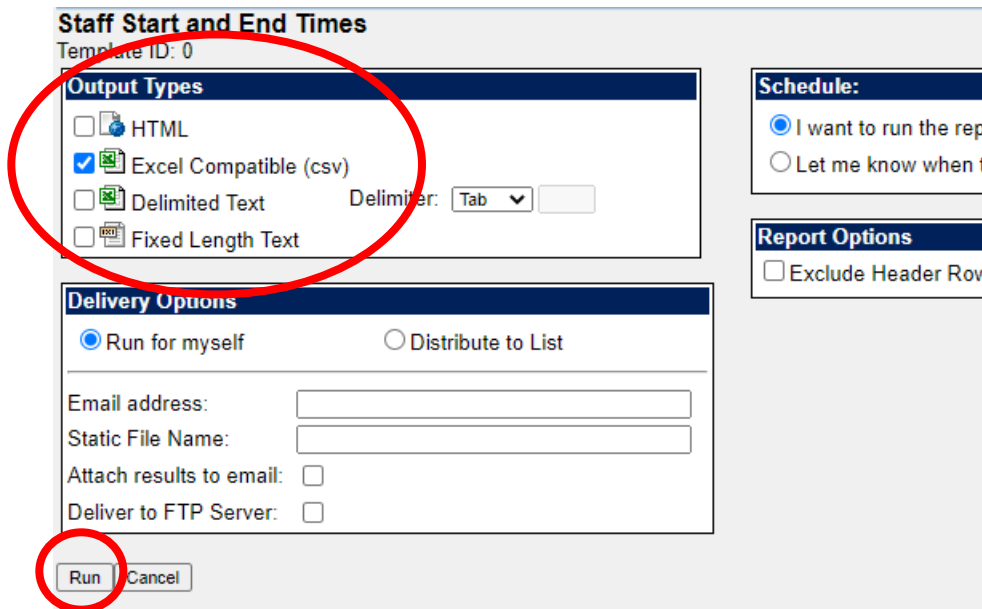

CLR = Clerical
EAS = Educational Assistant
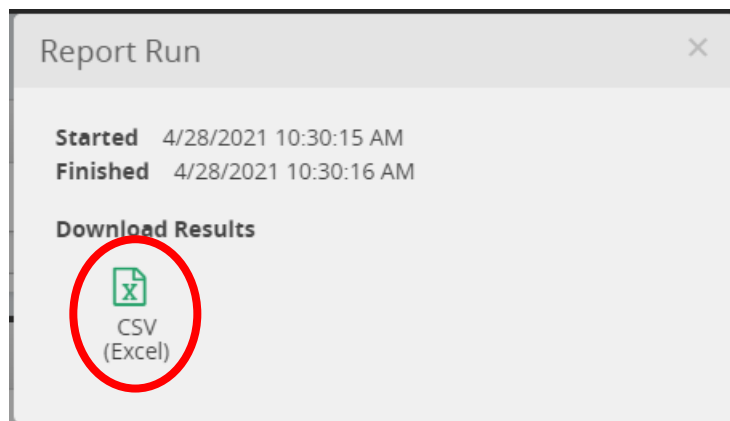FOOD = Food Service
LCND = Anyone in a licensed position

9) To run the report for everyone in your building, just click the "Run" button at the top and don't add any filters.

10) Uncheck the "HTML" box and check the "Excel Compatible (csv)" box. Then click "Run" at the bottom.

11) Click the green "CSV (Excel) icon to open the file.

12) Done!