Weekly Verification Reports
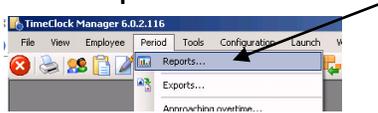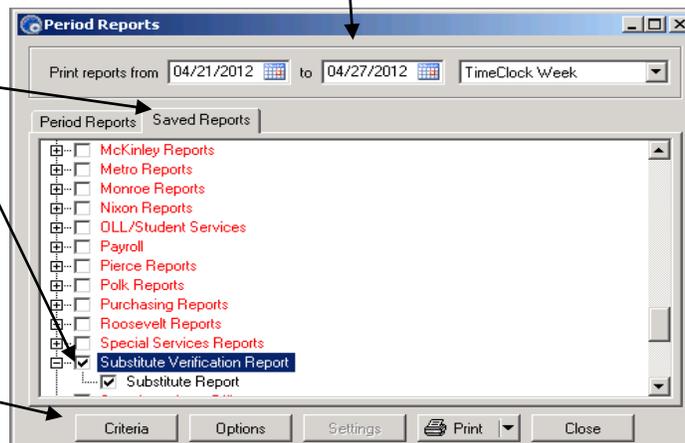
<u>Substitute Verification Report</u>

1. Log into Time Clock Manager

2. Click on **Period> Reports**

3. Select the appropriate **date range** for the report. Initially, the report should be ran on a daily basis until the individual is comfortable with the information. Note: The substitutes who are currently clocked in or have missed punches will not pull on this report if the date range includes the day the substitute is clocked in.

4. Click on **Saved Reports**

5. Check the box next to **Substitute Verification Report**

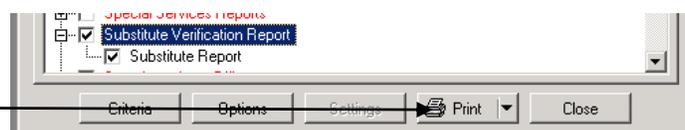6. Click on **Criteria**
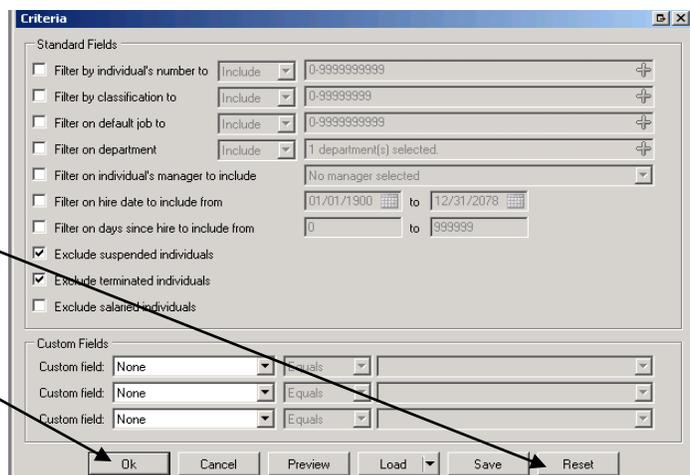
7. Click **Reset**

8. Click **OK**

9. Click **Print**

    You will have a number of print options. If you

    do not know the page numbers you can select

    Print Preview…

10. You do not need to view the exceptions unless there is someone you think should be in the report who is not. The exceptions will contain staff who is still clocked in. Note: If the person is still clocked in on the date you are pull the report for, the person's information will not show on your substitute report.

11. The locations or campus number will be located on the upper left-hand corner of the report. If you have any additional staff members in your building they will be located on the first page under Campus: 001. You will be able to pull out those in your building by the job code description. The last page of this report is a consolidation of all subs who have not chosen who they are subbing for. This will need to be cleaned up prior to the end of the pay period.

12. You can scroll to a different campus by clicking the up arrow next to the page number.

13. After you have found the page the contains your campus number you can close out of the report and click the Print to Printer option and print only the pages that pertain to your building.

Note: The purpose of the substitute report is to 1) compare to the SEMS report to verify we have the substitutes in the time system who are scheduled to work in your building on that day/week and it is accurate and 2) you have all of the absence forms from your staff.

14. Please verify there are notes on the lines containing the hours to be coded to a special funding source. You will receive the communication of what code words are to be entered into the notes field from OLL.

Teacher and Hourly Verification Reports

1. Log into Time Clock Manager

2. Click on **Period> Reports**

3. Select the appropriate **date range** for the report. Initially, the report should be ran on a daily basis until the individual is comfortable with the information. You will want to match the date range you pulled for your Substitute Verification Report.

4. Click on **Saved Reports**

5. Check the boxes under Weekly Reports for **Hourly Absence Verification Report** and **Teacher Absence Verification Report**. Note: Teachers absences must be in the upper right-hand box of the Edit Hours screen to process.

6. Click **Print** to Printer.

7. **Reconcile Substitute Verification Report to Teacher and Hourly Absence Reports.**
   This will take the place of matching the substitute time sheet with the teacher absence form. In the example below, the employee on the Substitute Report matches with date and time for the employee listed on the Absence Report.