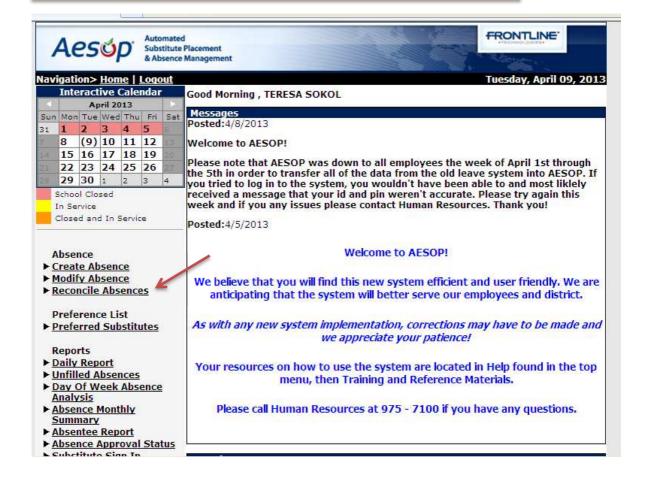
## **ABSENCE RECONCILIATION**

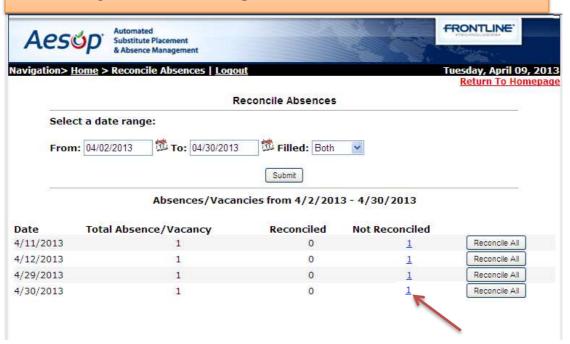
## Select Reconcile Absences on left menu.



## Select your date ranges and indicate Filled, Unfilled or Both and select Submit



## Select the number under the Not Reconciled column for the date that you are reviewing for reconciliation.



Review Absences for accuracy and add Accounting Codes and Pay codes. Clicking on Apply Changes will reconcile all absences which have the Rec button indicated in green. Select No Action on each absence that you do not want to reconcile BEFORE you click on Apply Changes.

