

RECONCILING ABSENCES IN FRONTLINE

- Sign in using Campus User account
- Click Reconcile box

The dashboard includes a 'NAVIGATION' sidebar with a 'Dashboard' link. The main area shows a 'Summary for: 07/30/2021' with filters for 'Absences' and 'Vacancies'. Statistics include: Total 1, Unfilled 0 [0%], Filled 0 [0%], and No Sub Required 1. A 'JUL 30 DAILY REPORT' is displayed. Quick Actions include 'Create Absence', 'Create Vacancy', and 'Reconcile' (with a red arrow pointing to it, showing 10 items in the past 30 days).

Conf #	Name	School	Reason	Shift	Created	Held Until
0 Unfilled						

- Expand any unreconciled absences from previous weeks by clicking the right arrow (e.g. July 18 – 24, 2021)

Reconciliation Summary

Filter Report

Date Range: 06/30/2021 to 07/30/2021
 Filled Unfilled Sub Not Needed
 Schools: Ledesma

How to Reconcile/Unreconcile events:
 Access the Details screen for each day by clicking on the number of the events on each day that are reconciled or not reconciled. On the details screen, you can reconcile, unreconcile and modify the details of each event individually or all at the same time.

Date	Reconciled Summary	Not reconciled	
June 30 - July 3, 2021	3/3	0	>
July 4 - July 10, 2021	4/4	0	>
July 11 - July 17, 2021	5/5	0	>
July 18 - July 24, 2021	0/5	5	>
July 25 - July 30, 2021	0/5	5	∨
Sunday, July 25, 2021	0/0	0	
Monday, July 26, 2021	0/1	Reconcile 1	
Tuesday, July 27, 2021	0/1	Reconcile 1	
Wednesday, July 28, 2021	0/1	Reconcile 1	
Thursday, July 29, 2021	0/1	Reconcile 1	
Friday, July 30, 2021	0/1	Reconcile 1	
Total Events	12/22	10	

Red arrows point to the right arrow in the 'July 18 - July 24, 2021' row and the '5' in the 'Not reconciled' column for the same row.

The expanded screen will show all absences to be reconciled. Click on Reconcile box.

Filter Report

Date Range: 06/30/2021 07/30/2021

Filled Unfiled Sub Not Needed

Schools: Ledesma

Search

Ledesma

How to Reconcile/Unreconcile events:
Access the Details screen for each day by clicking on the number of the events on each day that are reconciled or not reconciled. On the details screen, you can reconcile, unreconcile and modify the details of each event individually or all at the same time.

Date	Reconciled Summary	Not reconciled	
June 30 - July 3, 2021	3/3	0	>
July 4 - July 10, 2021	4/4	0	>
July 11 - July 17, 2021	5/5	0	>
July 18 - July 24, 2021	0/5	5	∨
Sunday, July 18, 2021		0/0	0
Monday, July 19, 2021		0/1	Reconcile 1
Tuesday, July 20, 2021		0/1	Reconcile 1
Wednesday, July 21, 2021		0/1	Reconcile 1
Thursday, July 22, 2021		0/1	Reconcile 1
Friday, July 23, 2021		0/1	Reconcile 1
Saturday, July 24, 2021		0/0	0
July 25 - July 30, 2021	0/5	5	∨
Sunday, July 25, 2021		0/0	0
Monday, July 26, 2021		0/1	Reconcile 1
Tuesday, July 27, 2021		0/1	Reconcile 1
Wednesday, July 28, 2021		0/1	Reconcile 1
Thursday, July 29, 2021		0/1	Reconcile 1
Friday, July 30, 2021		0/1	Reconcile 1
Total Events	12/22	10	

Check the following fields for accuracy:

1. Sub name
2. Report times
3. Absence reason
4. Accounting code

If these fields are not accurate, click Edit Details box to correct. There is a limited time for campus users to change information – once that time has passed, only an organizational user (Cindy Pinheiro) can change the information. If you are not able to edit the details, e-mail Cindy with the information so she can change it before Payroll closes.

If the fields are correct, click Reconcile.

Reconciliation Details: For **Monday, 7/19/2021** < > Reconciliation Summary

Ledesma Schools All Reasons Reasons Filled status: Filled Unfilled Sub Not Needed Type: Absences Vacancies State: Not Reconciled Reconciled

All Accounting Codes Accounting Codes

1 Item

Absence | Nguyen, Tam Custom (2:00 PM-10:00 PM) Edit Details ✓ Reconcile

Confirmation #: 457052392	Report Times: (2:00 PM-10:00 PM)	Absence Reason: Sick Leave > Personal /Medical
Employee Type: Custodian		Accounting Code: (AG) > Nguyen, Tam
Title: Custodian		
Location: Ledesma		