

INSTRUCTIONS FOR ENTERING ATTENDANCE IN eSUITE

Secretaries, ParaPros, B & G, and Transportation

eSuite is the program the Dexter Community School district uses to track employee attendance. At the end of each pay period, employees log in to submit their time for the previous two weeks. We have several employee groups who each have different methods to record attendance. The following information applies to Secretaries, Paraprofessionals, Buildings and Grounds employees, and Bus Drivers & Monitors.

- Log in using the link on our website under the **STAFF** tab or on any of the **BUSINESS OFFICE** pages.
- The first time you log in, you will need to activate your account. You will be prompted to enter your last name and social security number, and pick a username and create a password. Your username must be at least 7 digits. We recommend using *last name* and *first initial* to make it easy to remember. You can add numbers if your name is short. For example: *johnsonb* for *Barb Johnson* or *keyesb7* for *Bob Keyes*.
- Once logged in, use the **TIME SHEET** tab and select **TIME ENTRY**.
- Each pay period will be spread over several screens. Click **NEXT WEEK** or **PREVIOUS WEEK** to navigate between the dates. Some pay periods will have three screens.
- Enter all hours worked, and make an entry for each work day of the pay period:
 - Use the down arrow in the box under **HOURS CODE** to select the appropriate type of work hours.
 - Enter the number of **HOURS** worked in the box under each day/date.
 - Add a new row for each **type** of hours worked (there can only be only one type of work hour per line: regular hours, sick time, personal leave, etc.)
 - Enter contractual holidays as **holiday hours worked**.
 - SECRETARIES ONLY:** on days you are NOT scheduled to work according to your personal calendar, use the hours code, “**not scheduled to work this day**,” and enter a “1”. (This does not affect your accrued time, it’s just so the system knows the day was not accidentally omitted.)
 - PARAPROS, B&G, and TRANSPORTATION:** enter time off any day you are scheduled to work but do not (sick, personal, or unpaid depending on your situation).
 - PARAPROS** may take fewer than four hours off (standard half day sub) with supervisor approval. For example, if the sub can be used elsewhere for the remainder of their shift, it’s best to keep the regular paraprofessional with his or her usual assignment.
 - You must use available paid time off before using unpaid time off. Unpaid time off is subject to supervisor approval.
- When you enter data on each screen, click **APPLY** to make it show up, then review and edit if needed.
- When you are satisfied with the entry, click **SAVE**, then click on **NEXT WEEK** to continue. **SAVE** each screen you work on.
- When all your dates are entered, click **SUBMIT**.

Trouble-shooting

- If you forget your password at any time, you can use the re-set password link to get a new one.
- Need to correct an error? You can recall a submission until it has been approved using the **RECALL** button at the bottom right of the attendance window.
- If you find an error after your submission is approved, you will need to complete a manual attendance form (available on our website, go to: **Departments>Business Office>Payroll** and scroll down to **Payroll Forms**) to make the correction.
- Your approver may reject your submission for errors or questions. If that happens, you will receive an email with the reason for rejection and instructions to re-submit.
- You may enter attendance at any time, but can only submit once each pay period. Attendance is due to be submitted two business days following the end of the pay period.