

INSTRUCTIONS FOR ENTERING ATTENDANCE IN eSUITE

DAA – Administrative Staff

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 Administrative Contract Staff.

- 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 (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 *smithb7* for *Bob Smith*), and create a password.
- 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 time taken off that was not indicated on your annual calendar.**
 - ☑ Use the down arrow in the box under **HOURS CODE** to select the appropriate type of work day. (Although it is called “HOURS CODE,” for Administrative staff, it actually refers to DAYS.)
 - ☑ To record a sick/personal/funeral day, make two entries: one **ADMIN DAY WORKED**, and on a separate line, record the **SICK/PERSONAL/FUNERAL** day to remove it from your bank.
 - ☑ Do not record days worked on district holidays.
 - ☑ **Snow days:** to record a snow day **not worked**, enter the day as **ADMIN DAY WORKED**.
 - ☑ To record a snow day **worked**, add it on two lines: one **ADMIN DAY WORKED** and one **SNOW DAY**.
 - ☑ For any school days you **did not work** but were scheduled to work, use the hours code “**I DID NOT WORK THIS DAY.**”
- 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.