WaspTime v7: Absences and related reports

Scott Leonard - 2023-01-23 - Version 7

This article discusses how absences interact with the employee's group schedule, and how the absences show in WaspTime.

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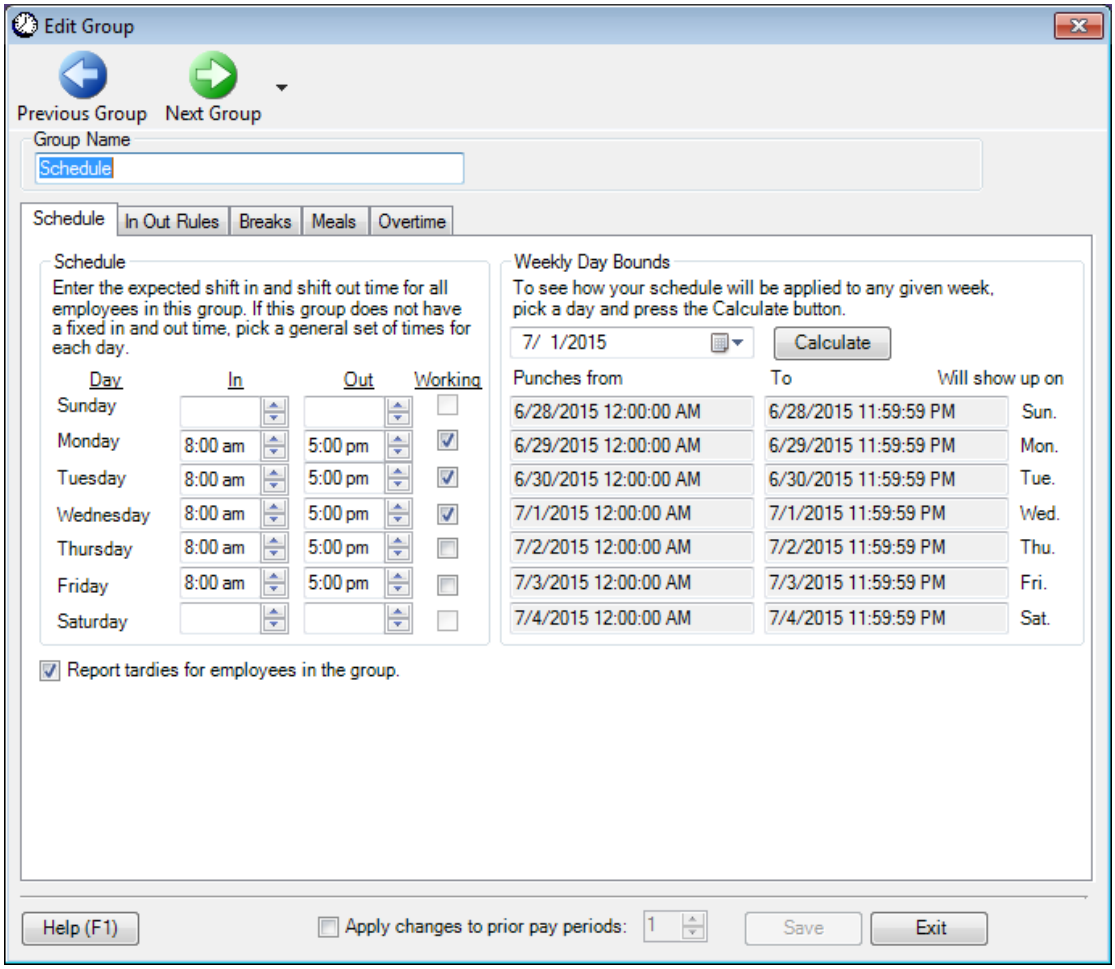
1. Group Schedule

The group must have a schedule defined, and the Working checkbox checked, for the absence-related reports to work as expected.

In the example below, note that the expected shift is 8am to 5pm, Monday through Friday. Also note that the Working checkboxes for Thursday and Friday are not checked.



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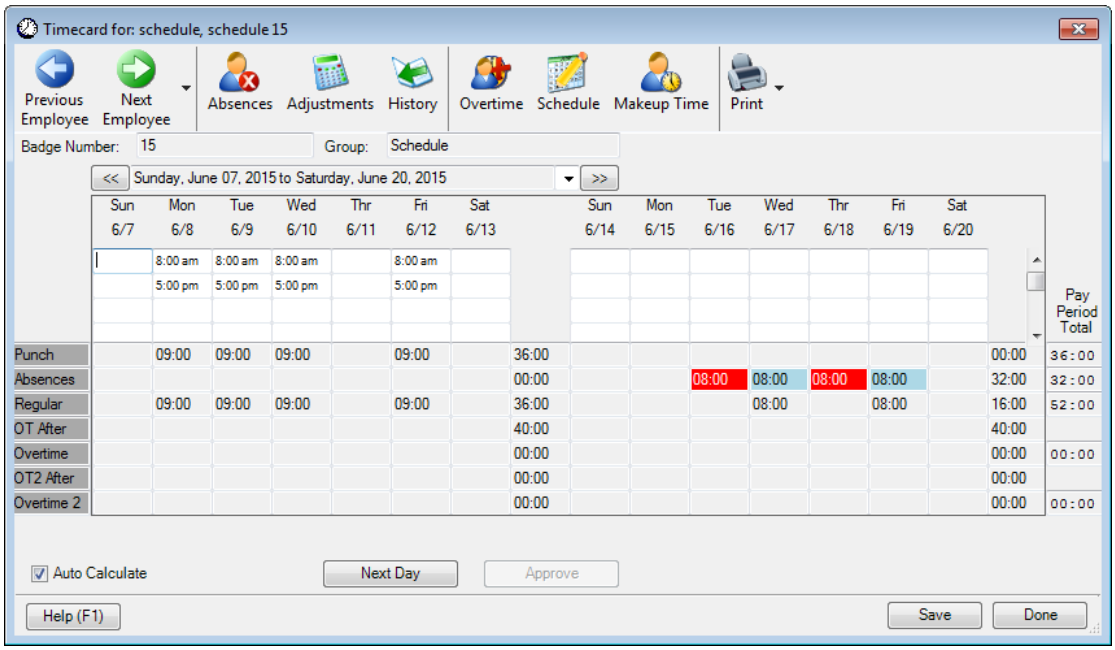
2. Timecard example

- The pay period is biweekly.

- A WaspTime admin or manager has entered unexcused absences (via the Absences toolbar button) for Tuesday 6/16 and Thursday 6/18 (red cells).

- A WaspTime admin or manager has entered vacation absences (via the Absences toolbar button) for Wednesday 6/17 and Friday 6/19 (light blue cells).

- Working, punches: 6/8 to 6/10
- Working, no punches, no absence entered: 6/15
- Working, no punches, Unexcused absence entered: 6/16
- Working, no punches, Vacation absence entered: 6/17
- Not Working, punches: 6/12
- Not Working, no punches, no absence entered: 6/11
- Not Working, no punches, Unexcused absence entered: 6/18
- Not Working, no punches, Vacation absence entered: 6/19



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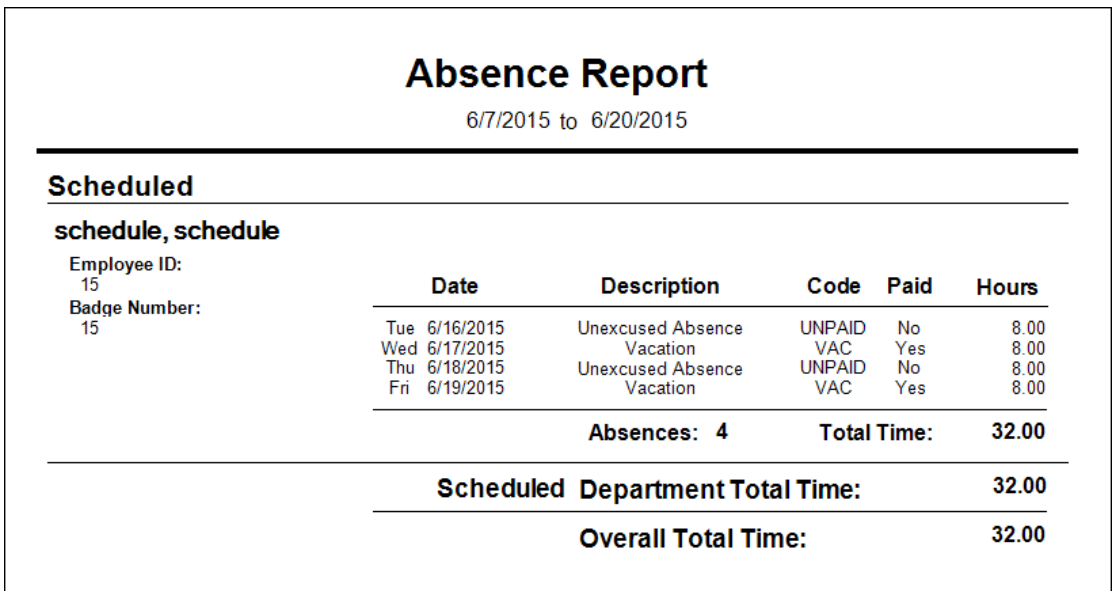
3. Absence Report shows details of absences that have been entered by a WaspTime admin or manager.



Absence Report

6/7/2015 to 6/20/2015

Scheduled

schedule, schedule

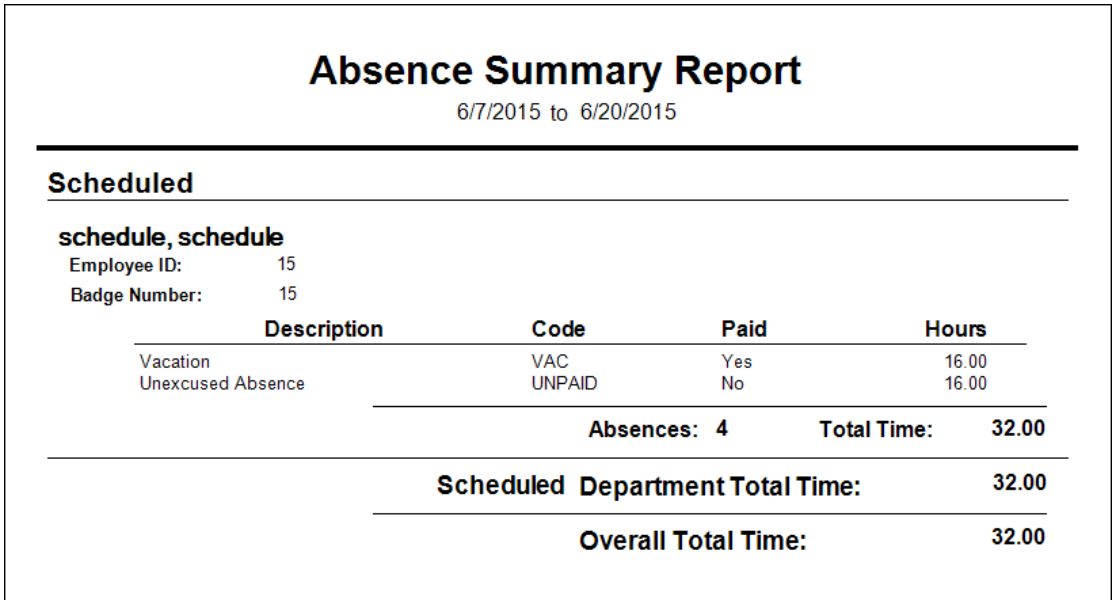
Employee ID:
15
Badge Number:
15

Date	Description	Code	Paid	Hours
Tue 6/16/2015	Unexcused Absence	UNPAID	No	8.00
Wed 6/17/2015	Vacation	VAC	Yes	8.00
Thu 6/18/2015	Unexcused Absence	UNPAID	No	8.00
Fri 6/19/2015	Vacation	VAC	Yes	8.00
	Absences: 4		**Total Time:**	**32.00**

Scheduled Department Total Time: 32.00

Overall Total Time: 32.00

4. Absence Summary Report shows absences that have been entered by a WaspTime admin or manager.



Absence Summary Report

6/7/2015 to 6/20/2015

Scheduled

schedule, schedule

Employee ID: 15

Badge Number: 15

Description	Code	Paid	Hours
Vacation	VAC	Yes	16.00
Unexcused Absence	UNPAID	No	16.00

Absences: 4 Total Time: 32.00

Scheduled Department Total Time: 32.00

Overall Total Time: 32.00

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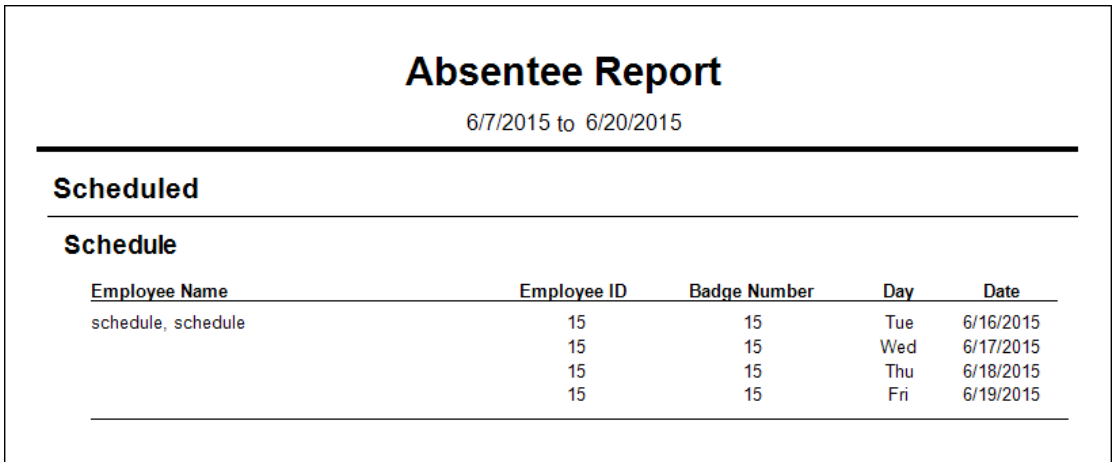
5. Absentee Report shows employees who have absences entered by a WaspTime admin or manager.



Absentee Report

6/7/2015 to 6/20/2015

Scheduled

Schedule

Employee Name	Employee ID	Badge Number	Day	Date
schedule, schedule	15	15	Tue	6/16/2015
	15	15	Wed	6/17/2015
	15	15	Thu	6/18/2015
	15	15	Fri	6/19/2015

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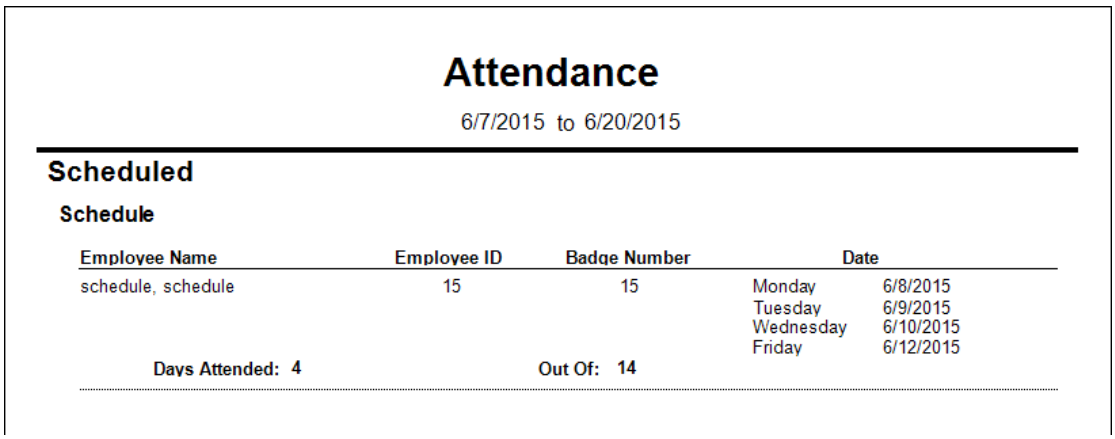
6. Attendance Report shows dates worked by an employee.



Attendance

6/7/2015 to 6/20/2015

Scheduled

Schedule

Employee Name	Employee ID	Badge Number	Date	
schedule, schedule	15	15	Monday	6/8/2015
			Tuesday	6/9/2015
			Wednesday	6/10/2015
			Friday	6/12/2015

Days Attended: 4 **Out Of: 14**

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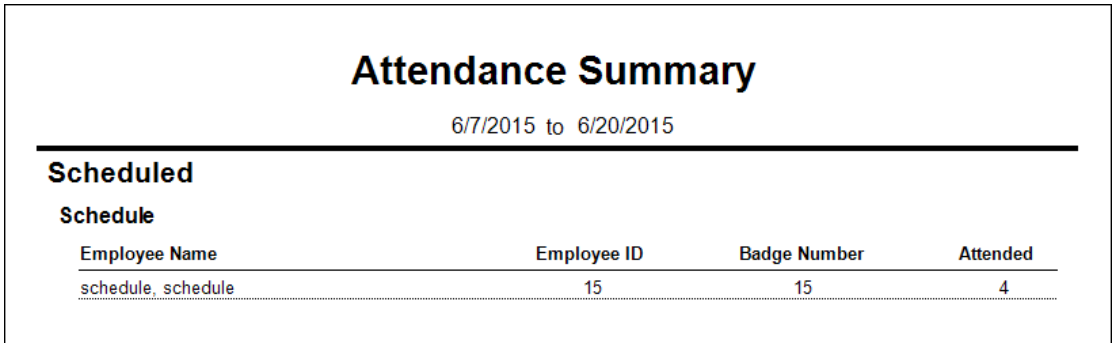
7. Attendance Summary Report shows the number of days worked by an employee.



Attendance Summary

6/7/2015 to 6/20/2015

Scheduled

Schedule

Employee Name	Employee ID	Badge Number	Attended
schedule, schedule	15	15	4

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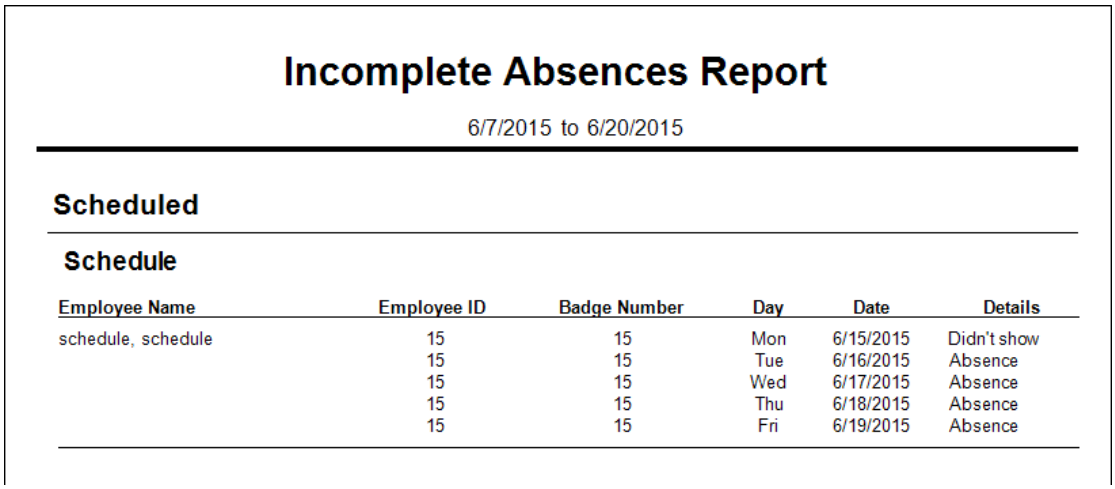
8. Incomplete Absences Report shows dates marked Working but no punches ("Didn't show"), and dates with absences entered by a WaspTime admin or manager ("Absence").



Incomplete Absences Report

6/7/2015 to 6/20/2015

Scheduled

Schedule

Employee Name	Employee ID	Badge Number	Day	Date	Details
schedule, schedule	15	15	Mon	6/15/2015	Didn't show
	15	15	Tue	6/16/2015	Absence
	15	15	Wed	6/17/2015	Absence
	15	15	Thu	6/18/2015	Absence
	15	15	Fri	6/19/2015	Absence