

Attendance reports

Another Check-In · R01

Before the demonstration

Bertland Hope

- Your assigned responsibility
- The correct training record
- Evidence of the result

Today's outcome

Reviewer distinguishes observed evidence, calculated classifications and decisions still required.

Report scope

Bertrand Hope

- Open Work > Attendance & Punctuality with an agreed date range and assigned staff/unit

In this step

Set the date range and staff or unit first. Permission to open a report does not mean permission to see the whole organization. Use a known training event to confirm that the selected scope is the one you intend.

Schedule and actual time

Bertrand Hope

- Inspect daily and employee summaries
- compare schedule, actual times and classification

In this step

Compare the expected schedule with the recorded events and the resulting classification. Shift configuration, leave and other calendar context can change the interpretation. A label such as late is a starting point for evidence review.

Supporting evidence

Bertrand Hope

- Use exceptions/filter controls and open supporting check-in evidence

In this step

Open the original check-in evidence before deciding how to explain an exception. A missing checkout and a late arrival need different follow-up. Record the specific missing or conflicting fact for the authorized reviewer.

Calendar and location

Bertrand Hope

- Open Attendance Calendar only when permitted and compare holiday/leave context
- review Location Reports with the same range

In this step

Use calendar context only when your permissions allow it. Compare the same date range across reports. Guest lists and staff attendance reports have different scope rules, so their visible populations may differ.

Report export

Bertrand Hope

- Export the applicable detail/summary and reconcile the selected staff/date sample

In this step

Check one known row in the export against the screen. Confirm dates, identity and report type before distributing it. An export does not remove the access and handling responsibilities that applied to the original page.

Common problems

Berland Hope

- Treating elapsed presence as paid hours
- assuming no rows means no attendance
- expecting guest counts in non-global combined reports
- interpreting no schedule as late

A useful support report

The task and record
The expected result
The actual message
The authorized next step

Guided practice

Bertland Hope

- Explain one late and one missing-checkout case from prepared data, identify evidence and an escalation owner, and verify one exported row

Evidence to show

The correct training case

The result or permitted decision

Your explanation of the next step

Practice debrief

Bertland Hope

- Correct context and permitted action
- A result you can trace
- A clear next step if blocked

Expected result

Reviewer distinguishes observed evidence, calculated classifications and decisions still required.