

Reconciling Absences

absence-help.frontlineeducation.com/hc/en-us/articles/115003265427-Reconciling-Absences

The "Reconcile" feature in Absence Management allows you to verify or double-check that the absences recorded at your school are accurate.

This feature is especially important if you share your absence data with a payroll system.

You will see the "Reconcile" option via the "Quick Actions" menu on your homepage. The number displayed on this button indicates the number of absences at your location that have yet to be reconciled.

The screenshot shows the Absence Management interface for Victoria County School District. The top navigation bar includes 'Absence Management', 'Victoria County School District', a search bar, and the user 'Rose Tyler Campus User'. The main dashboard area features a summary for 01/24/2020 with filters for 'Absences' and 'Vacancies'. Summary statistics show: Total 2, Unfilled 1 (50.0%), Filled 1 (50.0%), and No Sub Required 0. A 'JAN 24 DAILY REPORT' button is also present. The 'Quick Actions' menu, highlighted with a red border, contains buttons for 'Create Absence', 'Create Vacancy', 'Approve' (2 in the next 45 days), and 'Reconcile' (7 in the past 30 days). Below this is a section for '1 Unfilled' absences, with a table listing one entry:

Conf #	Name	School	Reason	Shift	Created
401544775 Absence	Canelo, Henry	Walker Middle School	Illness > Personal Illness	●	1/23/2020 11:00 AM

Click **Reconcile** to be taken to the "Reconciliation Summary."

Reconciliation Summary

On this page, you can view a history of the absences you have reconciled, as well as any absences that still need to be reconciled.

The initial view will show the last month's total absences, but you can manage this timeframe via the filter options at the top of the page. (If you do make a change, be sure to click the **Search** button to apply the filter(s).)

Reconciliation Summary

Date Range:

Filled Unfilled Sub Not Needed All Schools Schools ▾

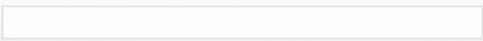

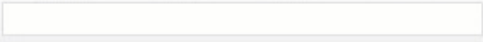
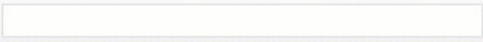
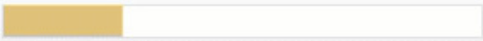
How to Reconcile/Unreconcile events:

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	Reconciled	Not reconciled	
December 25 - December 28, 2019	<div style="background-color: #ccc; width: 100%; height: 15px;"></div>	0/0	0	>
December 29 - January 4, 2020	<div style="background-color: #4CAF50; width: 80%; height: 15px;"></div>	4/5	1	>
January 5 - January 11, 2020	<div style="background-color: #ccc; width: 100%; height: 15px;"></div>	0/1	1	>
January 12 - January 18, 2020	<div style="background-color: #ccc; width: 100%; height: 15px;"></div>	0/2	2	>
January 19 - January 24, 2020	<div style="background-color: #FFC107; width: 25%; height: 15px;"></div>	1/4	3	>
Total Events		5/12	7	


In the summary section, the system will represent each week by a single row. This row displays a progress bar with the number of absences reconciled and not reconciled.

You can click the arrow to the far right of a week to show the individual days for that timeframe.

Date	Reconciled Summary	Not reconciled	
December 25 - December 28, 2019		0/0	0 >
December 29 - January 4, 2020		4/5	1 >
January 5 - January 11, 2020		0/1	1 >
January 12 - January 18, 2020		0/2	2 >
January 19 - January 24, 2020		1/4	3 >
Total Events		5/12	7

When you first come to the summary, the most recent week will already be expanded for you.

When a row of the summary is expanded, you will see buttons for each day that indicate how many absences are left to be reconciled.

January 19 - January 24, 2020		1/4	3	▼
Sunday, January 19, 2020		0/0	0	
Monday, January 20, 2020		0/1	Reconcile 1	
Tuesday, January 21, 2020		1/1	0	
Wednesday, January 22, 2020		0/0	0	
Thursday, January 23, 2020		0/0	0	
Friday, January 24, 2020		0/2	Reconcile 2	

Click the **Reconcile** button for a specific day to be taken to the "Reconciliation Details" page. Here, you will see a list of absences for that day that need to be reconciled.

Reconciliation Details: For **Friday, 1/24/2020** Reconciliation Summary

All Schools Schools ▼

All Reasons Reasons ▼

All Budget Codes Budget Codes ▼

All Accounting Codes Accounting Codes ▼

Filled status:

Filled

Unfilled

Sub Not Needed

Type:

Absences


Vacancies

State:

Not Reconciled

Reconciled

2 Items Reconcile All

Absence	Finney, George Full Day (8:00 AM-4:00 PM) 	Edit Details	<input checked="" type="button" value="Reconcile"/>
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Confirmation #: 401544365 Employee Type: Principal Location: Hamner High School	Substitute: George Barrowman	Absence Reason: Professional Day Budget Code: Select One Accounting Code: Select One Hours Sub Worked: Hours Pay Code: Select One
Absence Canelo, Henry Full Day (7:00 AM-3:00 PM)		Edit Details Reconcile
Confirmation #: 401544775 Employee Type: Teacher Location: Walker Middle School		Absence Reason: Illness > Personal Illness Budget Code: Select One Accounting Code: Select One


At the top of the page you can filter the absences shown by Location, Reason, Codes, Fill Status, Type, and State.

Reconciliation Details: For **Friday, 1/24/2020** < > Reconciliation Summary

All Schools Schools	All Budget Codes Budget Codes	Filled status: <input checked="" type="checkbox"/> Filled <input checked="" type="checkbox"/> Unfilled <input checked="" type="checkbox"/> Sub Not Needed	Type: <input checked="" type="checkbox"/> Absences <input checked="" type="checkbox"/> Vacancies	State: <input checked="" type="radio"/> Not Reconciled <input type="radio"/> Reconciled
All Reasons Reasons	All Accounting Codes Accounting Codes			

The system lists each absence individually, and it is here where you will want to review all the absence details and make any necessary changes.

If an update is needed, you can directly change the absence reason, budget code, and/or accounting code via this page. Any additional updates, however, must be performed via the Absence Modify page, which can be accessed by selecting the **Edit Details** button for that particular absence. (*Remember to click **Save** to apply any added changes.)

Absence | Canelo, Henry Full Day (7:00 AM-3:00 PM) 

Confirmation #: 401544775

Employee Type: Teacher

Location: Walker Middle School


Absence Reason:

Budget Code:

Accounting Code:

When you are sure the absence details are correct, click the green **Reconcile** button. This selection will hide the absence and allow you to move on to the next absence that needs to be reconciled. (Just remember you also have the option to un-reconcile an absence, when needed.)

1 Item

Absence | Finney, George Full Day (8:00 AM-4:00 PM) 

Confirmation #: 401544365

Substitute: George Barrowma

Employee Type: Principal

Location: Hamner High School

Absence Reason:

Budget Code:

Accounting Code:

Hours Sub Worked:

Pay Code:

401544775 for Canelo, Henry has been Reconciled

Depending the number of absences reconciled, you may see a progress bar appear that indicates the current status of this process.

Once complete, the system will hide the absences, and you will have the option to un-reconcile, if needed.

You can then click the **Reconciliation Summary** button in the top right corner of the page to return to the main Reconciliation page.

Reconciliation Details: For **Friday, 1/24/2020** < > Reconciliation Summary

All Schools <input type="button" value="Schools"/>	All Budget Codes <input type="button" value="Budget Codes"/>	Filled status: <input checked="" type="checkbox"/> Filled <input checked="" type="checkbox"/> Unfilled <input checked="" type="checkbox"/> Sub Not Needed	Type: <input checked="" type="checkbox"/> Absences <input checked="" type="checkbox"/> Vacancies	State: <input checked="" type="radio"/> Not Reconciled <input type="radio"/> Reconciled
All Reasons <input type="button" value="Reasons"/>	All Accounting Codes <input type="button" value="Accounting Codes"/>			

401544365 for Finney, George has been Reconciled	<input type="button" value="x Dismiss"/> <input type="button" value="Unreconcile"/>
401544775 for Canelo, Henry has been Reconciled	<input type="button" value="x Dismiss"/> <input type="button" value="Unreconcile"/>
No Results Found	

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