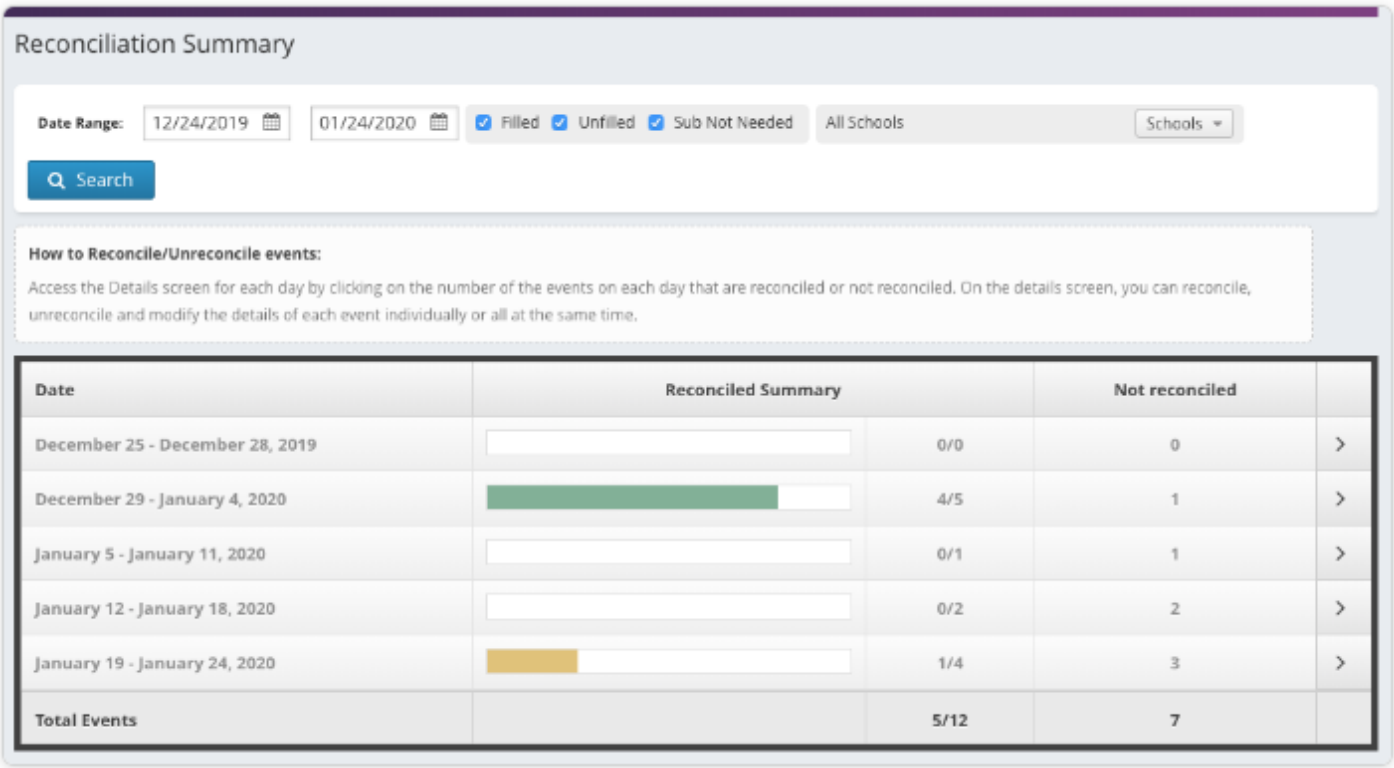
Absences → Reconcile

Manage the timeframe via the filter options at the top of the page and click “Search.”

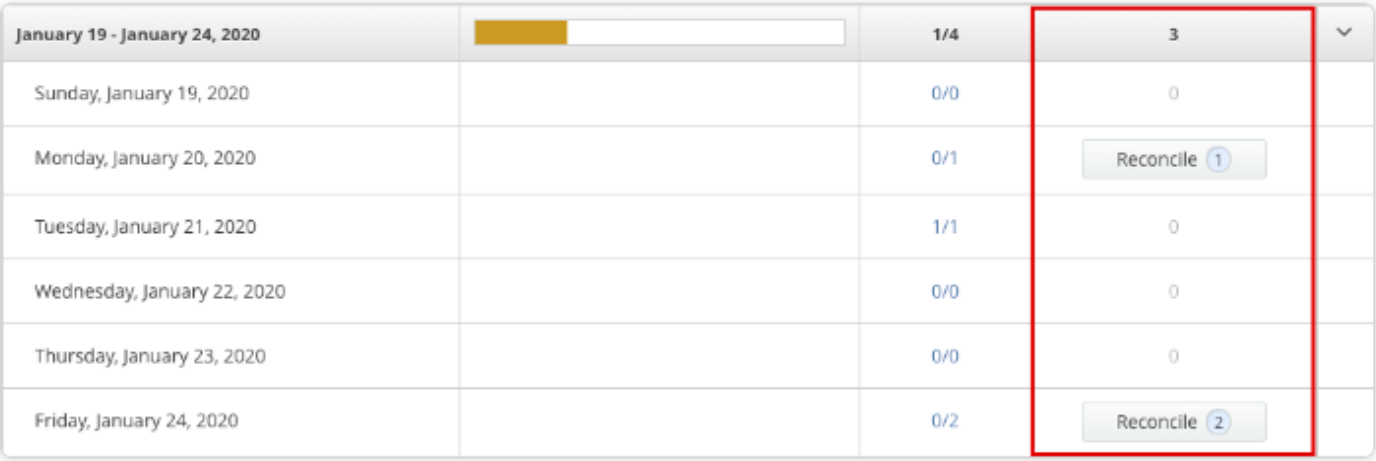
For payroll purposes, Renhill is only concerned about **FILLED** absences being reconciled. You can **UNCHECK** the “Unfilled” and “Sub Not Needed” boxes.



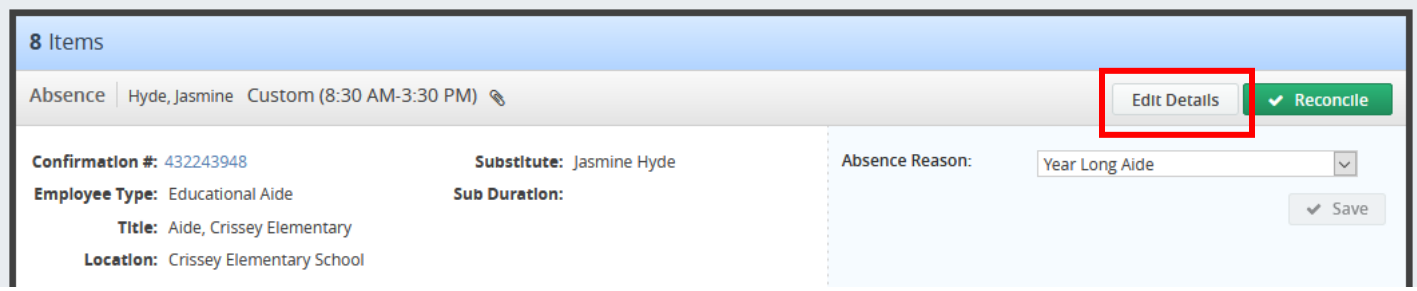
In the summary section, the system will represent each week by a single row. This row displays a progress bar with the number of absences reconciled and not reconciled.

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



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.



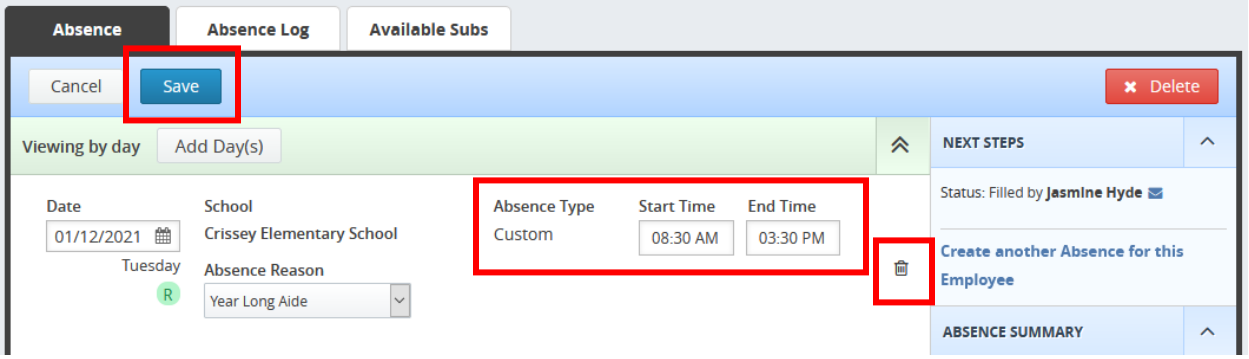
When reconciling absences, keep in mind that you are reconciling one day at a time. If an absence goes across multiple days, you will need to reconcile each day of that absence, individually.

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 the details shown are incorrect, the aide's pay will be incorrect as well.**

Click the **Edit Details** button for that absence to make the necessary changes.

Remember to click **Save** to apply any added changes.

Clicking the Delete button will delete the ENTIRE ABSENCE. If you are trying to delete ONE DAY, click the TRASH CAN ICON.



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.