

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.

Reconciliation Summary

Date Range: 12/24/2019 01/24/2020 Filled Unfilled Sub Not Needed All Schools Schools

Search

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

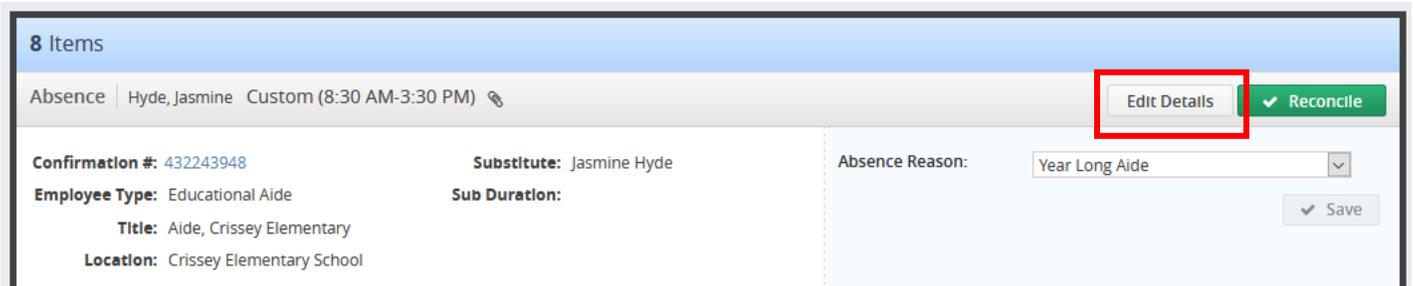
In the summary section, the system will represent each week by a single row. This row displays a progress bar with the number of absences reconciled and not reconciled.

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

Date	Reconciled Summary		Not reconciled	
January 19 - January 24, 2020	<div style="width: 25%; background-color: #FFC107;"></div> <input type="text"/>	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.



The screenshot shows the "Reconciliation Details" page for an absence. At the top, it says "8 Items". Below that, the absence is identified as "Absence | Hyde, Jasmine Custom (8:30 AM-3:30 PM)". There are two buttons: "Edit Details" (highlighted with a red box) and "Reconcile" (green button with a checkmark). The details section includes: Confirmation #: 432243948, Substitue: Jasmine Hyde, Employee Type: Educational Aide, Sub Duration: (blank), Title: Aide, Crissey Elementary, Location: Crissey Elementary School, and Absence Reason: Year Long Aide. A "Save" button is at the bottom right.

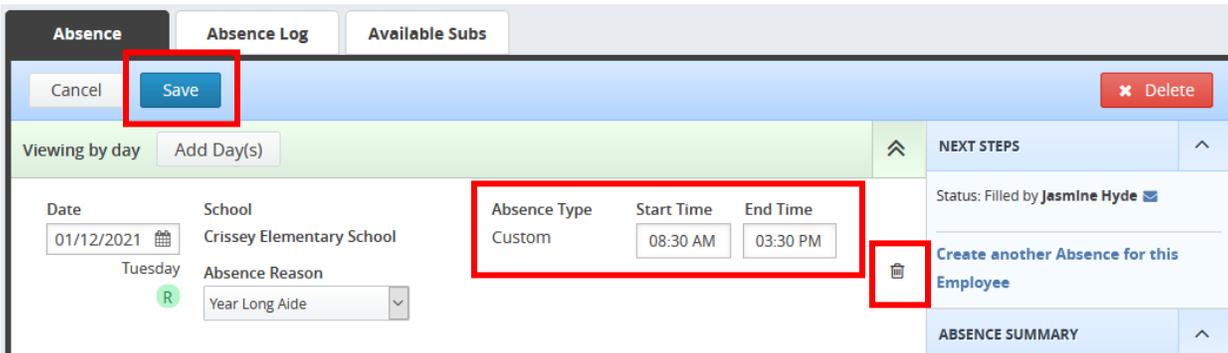
When reconciling absences, keep in mind that you are reconciling one day at a time. If an absence goes across multiple days, you will need to reconcile each day of that absence, individually.

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.



The screenshot shows the "Absence Log" page. At the top, there are tabs for "Absence", "Absence Log", and "Available Subs". Below the tabs, there are buttons for "Cancel", "Save" (highlighted with a red box), and "Delete". The main area shows an absence entry for "01/12/2021" (Tuesday) at "Crissey Elementary School". The absence type is "Custom" with a start time of "08:30 AM" and an end time of "03:30 PM" (both highlighted with a red box). The absence reason is "Year Long Aide". There is a trash can icon (highlighted with a red box) next to the entry. On the right side, there are sections for "NEXT STEPS" (Status: Filled by Jasmine Hyde), "Create another Absence for this Employee", and "ABSENCE SUMMARY".

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.