

Employee Leave Tracking System (ELTS)

(Revised 9-17-15)



**Rialto Unified School District
Fiscal Services**

ELTS Notes:

- Employees that work at two locations
- Family Medical Leave Act (FMLA)
- Incident Notes (Bereavement)
- Voiding an Affidavit
- Deleting an Absence From an Affidavit
- Making Changes to an Affidavit
- Reviewing & Printing Affidavits
- Reports

Employee that work at (2) locations

- System Configuration – Hours reported to AESOP are uploaded to the primary position first. The balance, if any, is uploaded to the secondary position.
- Full day absences reported in AESOP will transfer to both locations correctly.
- Partial day absences reported in AESOP may need to be communicated and adjusted between both sites.

Family Medical Leave Act (FMLA)

- Site/Department receives FMLA/CFRA letter from Personnel.
- Note whether FMLA/CFRA was approved for the employee or his/her family member and the duration of time approved.
- Note what leave type(s) the employee is allowed to use (sick, family illness, PN, vacation, etc.).
- Employee must enter their absence into AESOP with the exception of vacation (local leave attendant must enter vacation in AESOP).
- Employee must notify his/her local leave attendant that his/her absence is FMLA/CFRA approved.
- When the absence is transferred over to ELTS, the local leave attendant must add FMLA to the transaction note.
- Affidavit is then printed with the transaction note FMLA for the employee to sign.

Date

CLASSIFIED - EMPLOYEE

Name
Address
Address

Re: Family and Medical Leave Act (FMLA) and California Family Rights Act Leave (CFRA)

Dear:

Pursuant to the applicable provisions of the **Family and Medical Leave Act of 1993 (FMLA) and the California Family Rights Act (CFRA)**, you are entitled to certain benefits for "a serious health condition of an employee." You have a right under the **FMLA/CFRA** for up to 12 work weeks of unpaid leave in a 12-month period based on a fiscal year (July 1 through June 30, inclusive). Your **FMLA/CFRA** will run concurrently with your sick leave to the extent that you have leave available. You have the option of using your vacation during this time.

The District shall maintain coverage under your health plan at the same level and under the same conditions through which coverage would have been provided if you had not taken leave. Please contact the Risk Management/Employee Benefits office at (909) 820-7700 extension 2112 if you have any benefit questions.

Your **FMLA/CFRA** leave is approved as follows:

FMLA/CFRA: July 1, 2014 through June 30, 2015

Please notify your supervisor as soon as possible regarding the days you will be using your leave. You are responsible for calling your absence in to AEOSP and notifying your site secretary that your absence is FMLA.

Date

CERTIFICATED - EMPLOYEE

Name
Address
Address

Re: Family and Medical Leave Act (FMLA) and California Family Rights Act Leave (CFRA)

Dear:

Pursuant to the applicable provisions of the **Family and Medical Leave Act of 1993 (FMLA) and the California Family Rights Act (CFRA)**, you are entitled to certain benefits for "a serious health condition of an employee." You have a right under the **FMLA/CFRA** for up to 12 work weeks of unpaid leave in a 12-month period based on a fiscal year (July 1 through June 30, inclusive). Your **FMLA/CFRA** will run concurrently with your sick leave to the extent that you have leave available.

The District shall maintain coverage under your health plan at the same level and under the same conditions through which coverage would have been provided if you had not taken leave. Please contact the Risk Management/Employee Benefits office at (909) 820-7700 extension 2112 if you have any benefit questions.

Your **FMLA/CFRA** leave is approved as follows:

FMLA/CFRA: September 2, 2014 through November 22, 2014

Please notify your supervisor as soon as possible regarding the days you will be using your leave. You are responsible for calling your absence in to AEOSP and notifying your site secretary that your absence is FMLA.

Date

CLASSIFIED – FAMILY MEMBER

Name
Address
Address

Re: Family and Medical Leave Act (FMLA) and California Family Rights Act Leave (CFRA)

Dear:

Pursuant to the applicable provisions of the **Family and Medical Leave Act of 1993 (FMLA) and the California Family Rights Act Leave (CFRA)** you are entitled to certain benefits for "a serious health condition of a family member." You have a right under the **FMLA/CFRA** for up to 12 work weeks of unpaid leave in a 12 month period based on a fiscal year (July 1 through June 30, inclusive). Your **FMLA/CFRA** leave will run concurrently with your sick (up to 6 days), personal necessity (up to 7 days) and/or vacation leave to the extent you have leave available.

The District shall maintain coverage under your health plan at the same level and under the same conditions through which coverage would have been provided if you had not taken leave. Please contact the Risk Management/Employee Benefits office at (909) 820-7700 extension 2112 if you have any benefit questions.

Your **FMLA/CFRA** leave is approved as follows:

FMLA/CFRA: November 12, 2013 through December 6, 2013

Please notify your supervisor as soon as possible regarding the days you will be using your leave. You are responsible for calling your absence in to AEOSP and notifying your site secretary that your absence is FMLA.

Date

CERTIFICATED – FAMILY MEMBER

Name
Address
Address

Re: Family and Medical Leave Act (FMLA) and California Family Rights Act Leave (CFRA)

Dear:

Pursuant to the applicable provisions of the **Family and Medical Leave Act of 1993 (FMLA) and the California Family Rights Act Leave (CFRA)** you are entitled to certain benefits for "a serious health condition of a family member." You have a right under the **FMLA/CFRA** for up to 12 work weeks of unpaid leave in a 12 month period based on a fiscal year (July 1 through June 30, inclusive). Your **FMLA/CFRA** leave will run concurrently with family illness (up to 6 days), personal necessity (up to 8 days) and/or general leave (2 days) to the extent you have leave available.

The District shall maintain coverage under your health plan at the same level and under the same conditions through which coverage would have been provided if you had not taken leave. Please contact the Risk Management/Employee Benefits office at (909) 820-7700 extension 2112 if you have any benefit questions.

Your **FMLA/CFRA** leave is approved as follows:

FMLA/CFRA: November 12, 2013 through December 6, 2013

Please notify your supervisor as soon as possible regarding the days you will be using your leave. You are responsible for calling your absence in to AEOSP and notifying your site secretary that your absence is FMLA.

Inserting FMLA in a Transaction Note

Home | Entry | District Leave Banks | Sub Calling Import Log | Accrual Roll | Configuration | Reports | Close

Employee Search | Leave Entry | **Affidavit Detail** | Employee Detail | Employee Banks | Affidavit Review | Position Sync

Affidavit Detail

Employee:

Period Start: 07/01/2014 End: 06/30/2015 Refresh Export

	AffID	Rev	Position	Description	Start Date	End Date	Tot Hrs	Local Note	District Note	Entered
+	14036		TEACHHS267	Leave Used	01/12/2015	01/12/2015	7.0000			01/13/2015
+	13321	1	TEACHHS267	Leave Used	01/06/2015	01/06/2015	2.0000			01/07/2015
+	11576	0	TEACHHS2...	Leave Used	12/04/2014	12/04/2014	6.0000			12/17/2014
+	10136		TEACHHS2...	Transaction Import	12/01/2014	12/01/2014	21.0000			12/15/2014

Click on **Affidavit Detail**, then click on the + sign to expand the date of absence.

Home | Entry | District Leave Banks | Sub Calling Import Log | Accrual Roll | Configuration | Reports | Close

Employee Search | Leave Entry | **Affidavit Detail** | Employee Detail | Employee Banks | Affidavit Review | Position Sync

Affidavit Detail

Employee:

Period Start: 07/01/2014 End: 06/30/2015 Refresh Export

	AffID	Rev	Position	Description	Start Date	End Date	Tot Hrs	Local Note	District Note	Entered
-	14036		TEACHHS267	Leave Used	01/12/2015	01/12/2015	7.0000			01/13/2015
			Absence	Reported Leave Type / Bank		Exceptions	Hours	Transaction Note	Entered	Budget Code
			+	01/12/2015 SL / SICK LEAVE / SICK			-7.0000	DOE, JOHN	01/13/2015	
+	13321	1	TEACHHS267	Leave Used	01/06/2015	01/06/2015	2.0000			01/07/2015
+	11576	0	TEACHHS2...	Leave Used	12/04/2014	12/04/2014	6.0000			12/17/2014
+	10136		TEACHHS2...	Transaction Import	12/01/2014	12/01/2014	21.0000			12/15/2014

Click on **Transaction Note**.

Transaction Note -- Webpage Dialog

Transaction Note

FMLA DOE, JOHN

OK Cancel

Insert **FMLA** in front of Substitute Name.

Incident Notes

- Incident notes are used to count the number of days for a specific incident.
- “Bereavement” leave type requires an Incident Note.

Inserting Incident Note for Bereavement

Home | Entry | **District Leave Banks** | Sub Calling Import Log | Accrual Roll | Configuration | Reports | Close

Employee Search | **Leave Entry** | Affidavit Detail | Employee Detail | Employee Banks | Affidavit Review | Position Sync

Leave Entry

As Of: 01/01/2015
 Location: (All)
 EIN: SSN:
 Last Name From: First Name:
 Last Name To:

EIN	Name	Position	Sun Dec 28	Mon Dec 29	Tue Dec 30	Wed Dec 31	Thu Jan 01	Fri Jan 02	Sat Jan 03	Sun Jan 04	Mon Jan 05	Tue Jan 06	Wed Jan 07	Thu Jan 08	Fri Jan 09	Sat Jan 10	Sun Jan 11	Mon Jan 12	Tue Jan 13	Wed Jan 14	Thu Jan 15	Fri Jan 16	Sat Jan 17	Sun Jan 18	Mon Jan 19	Tue Jan 20	Wed Jan 21
													B3	B3													
				VL	VL								SL	SL													
				VL	VL								SL	SL													
													SL	SL													

On the Leave Entry Screen, double click on B3/B5. Or go to the Affidavit Detail screen.

Home | Entry | **District Leave Banks** | Sub Calling Import Log | Accrual Roll | Configuration | Reports | Close

Employee Search | **Leave Entry** | **Affidavit Detail** | Employee Detail | Employee Banks | Affidavit Review | Position Sync

Affidavit Detail

Employee:

Period Start: 07/01/2014 End: 06/30/2015 Refresh Export

	Affid	Rev	Position	Description	Start Date	End Date	Tot Hrs	Local Note	District Note	Entered
+	13572	0	CSOII02	Leave Used	01/08/2015	01/09/2015	16.0000			01/09/2015
	12159	0	CSOII02	Leave Used	12/18/2014	12/18/2014		FUTURE DATE AESOP WILL TRA...		12/19/2014

Click on the + sign to expand the date of absence.

Home | Entry | **District Leave Banks** | Sub Calling Import Log | Accrual Roll | Configuration | Reports | Close

Employee Search | **Leave Entry** | **Affidavit Detail** | Employee Detail | Employee Banks | Affidavit Review | Position Sync

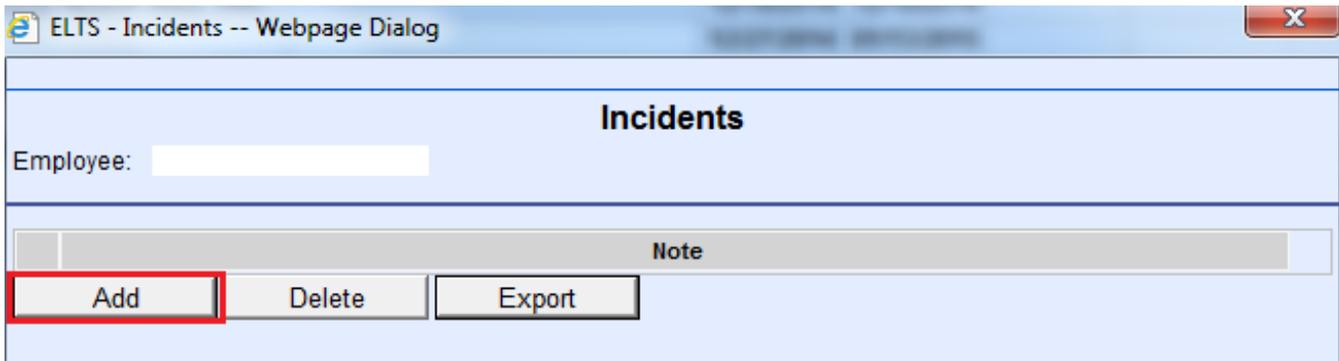
Affidavit Detail

Employee:

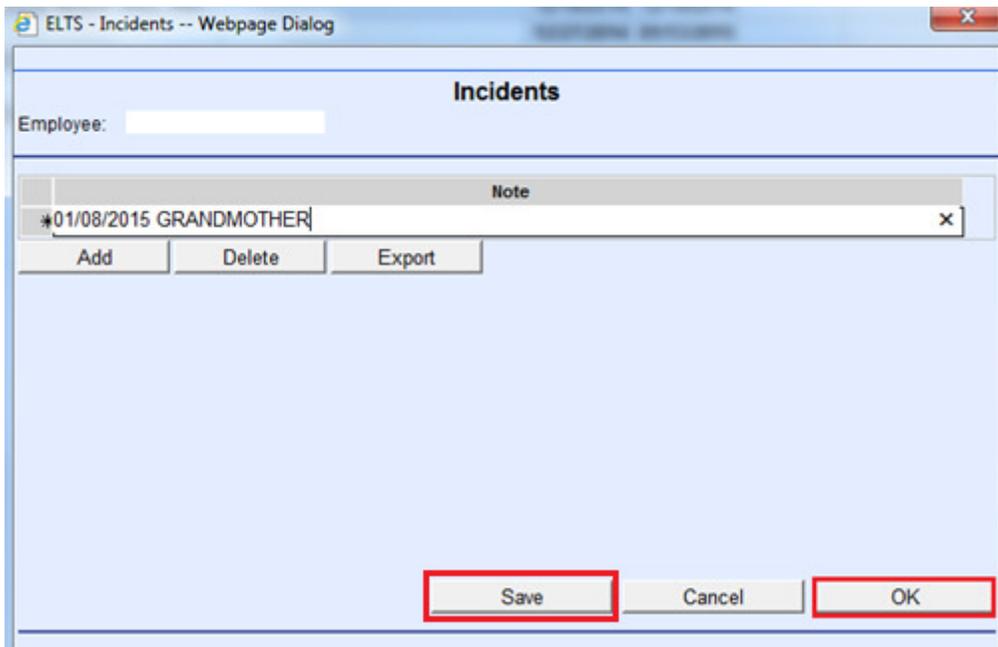
Period Start: 07/01/2014 End: 06/30/2015 Refresh Export

	Affid	Rev	Position	Description	Start Date	End Date	Tot Hrs	Local Note	District Note	Entered	Printed	Received
	13614	0	CSOII01	Leave Used	01/08/2015	01/08/2015	5.5000			01/09/2015	01/13/2015	
				Absence								
				Reported Leave Type / Bank								
				Exceptions								
				Hours								
				Transaction Note								
				Entered								
				Budget Code								
				Incident Note								

Click on Incident Note.



Click on **Add**.



Enter Incident Note with the standardized format “xx/xx/2015 Relationship” Example: 01/08/2015 GRANDMOTHER

Click on **Save** to add to Incident log, then click on **OK** to apply Incident Note.

Voiding an Affidavit

Home | Entry | District Leave Banks | Sub Calling Import Log | Accrual Roll | Configuration | Reports | Close

Employee Search | Leave Entry | **Affidavit Detail** | Employee Detail | Employee Banks | Affidavit Review | Position Sync

Affidavit Detail

Employee:

Period Start: 07/01/2014 | End: 06/30/2015 | Refresh | Export

	Affid	Rev	Position	Description	Start Date	End Date	Tot Hrs	Local Note	District Note	Entered	Printed
±	13947		ACCTTEC...	Leave Used	01/12/2015	01/12/2015	1.0000			01/13/2015	
±	13273	0	ACCTTE...	Leave Used	01/06/2015	01/06/2015	3.0000			01/07/2015	01/12/2015
±	12531	0	ACCTTE...	Leave Used	12/26/2014	12/26/2014	8.0000			12/27/2014	01/05/2015

On the Affidavit Detail Screen, click on the blank space in front of the affidavit number that you would like to void.

Click on **Void Affidavit** at the bottom of the screen.

Void Reason -- Webpage Dialog

Void Reason

EMPLOYEE DID NOT TAKE TIME

Type in "Void Reason", click **OK**.

Click on **Save** to save your transaction.

Deleting an Absence From an Affidavit

Home | Entry | District Leave Banks | Sub Calling Import Log | Accrual Roll | Configuration | Reports | Close

Employee Search | Leave Entry | **Affidavit Detail** | Employee Detail | Employee Banks | Affidavit Review | Position Sync

Affidavit Detail

Employee:

Period Start: 07/01/2014
 End: 06/30/2015

	Affid	Rev	Position	Description	Start Date	End Date	Tot Hrs	Local Note	District Note	Entered	Printed
<input type="checkbox"/>	13131	0	TEACHHS...	Leave Used	01/05/2015	01/06/2015	14.0000			01/06/2015	01/12/2015
<input type="checkbox"/>	11772	1	TEACHH...	Leave Used	12/03/2014	12/03/2014	2.0000			12/17/2014	12/23/2014
<input type="checkbox"/>	9939		TEACHH...	Transaction Import	12/01/2014	12/01/2014	32.0000			12/15/2014	

On the Affidavit Detail Screen, click on the **+** sign to expand the date of absences.

Home | Entry | District Leave Banks | Sub Calling Import Log | Accrual Roll | Configuration | Reports | Close

Employee Search | Leave Entry | Affidavit Detail | Employee Detail | Employee Banks | Affidavit Review | Position Sync

Affidavit Detail

Employee:

Period Start: 07/01/2014 End: 06/30/2015 Refresh Export

AffID	Rev	Position	Description	Start Date	End Date	Tot Hrs	Local Note	District Note	Entered	Printed	
13131	0	TEACHHS...	Leave Used	01/05/2015	01/06/2015	14.0000			01/06/2015	01/12/2015	
			Absence	Reported Leave Type / Bank		Exceptions	Hours	Transaction Note	Entered	Budget Code	Incident No
			+	01/06/2015	SL / SICK LEAVE / SICK		-7.0000	PARRA, ELVIA	01/07/2015		
			+	01/05/2015	SL / SICK LEAVE / SICK		-7.0000		01/06/2015		
11772	1	TEACHH...	Leave Used	12/03/2014	12/03/2014	2.0000				12/17/2014	12/23/2014
9939		TEACHH...	Transaction Import	12/01/2014	12/01/2014	32.0000				12/15/2014	

Click on the blank space in front of the date that you would like to delete.

Void Affidavit

Split Absence

Un-Split Absence

Multi-Day Absence

Incidents

Multi-Day Notes/Incidents

Delete Absence

Save Cancel

Click on **Delete Absence**.

Void Affidavit

Split Absence

Un-Split Absence

Multi-Day Absence

Incidents

Multi-Day Notes/Incidents

Delete Absence

Save Cancel

Click on **Save** to save your transaction.

Making Changes to an Affidavit

Home | Entry | District Leave Banks | Sub Calling Import Log | Accrual Roll | Configuration | Reports | Close

Employee Search | Leave Entry | **Affidavit Detail** | Employee Detail | Employee Banks | Affidavit Review | Position Sync

Affidavit Detail

Employee:

Period Start: 07/01/2014 End: 06/30/2015 Refresh Export

AffID	Rev	Position	Description	Start Date	End Date	Tot Hrs	Local Note	District Note	Entered	Printed	Received	
13590	0	TEACHMH04	Leave Used	01/08/2015	01/09/2015	9.0000			01/09/2015	01/12/2015		
			Absence	Reported Leave Type / Bank		Exceptions	Hours	Transaction Note	Entered	Budget Code	Incident Note	
			+	01/09/2015	SL / SICK LEAVE / SICK		-7.0000	ARRATIA, ENGRACIA	01/10/2015			
			+	01/08/2015	SL / SICK LEAVE / SICK		-2.0000		01/09/2015			
5327	0	TEACHMH04	Leave Used	11/20/2014	11/20/2014	7.0000				11/21/2014	11/24/2014	12/12/2014 v
1022	0	TEACHMH04	Leave Used	10/31/2014	10/31/2014	7.0000				11/01/2014	11/03/2014	11/14/2014 v
632		TEACHMH04	Transaction Import	10/01/2014	10/01/2014	15.2500				10/14/2014		

On the Affidavit Detail Screen, click on the + sign to expand the date of absences.

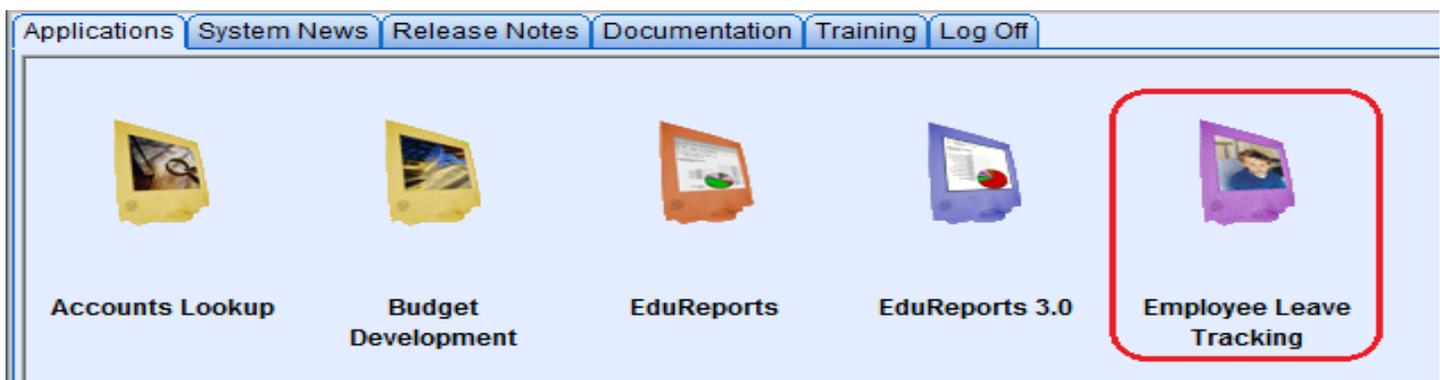
Click on the Leave Type and select your leave type from the drop down menu or click on the hour field to adjust the hours.

Reviewing the Leave Entry Screen Before Printing

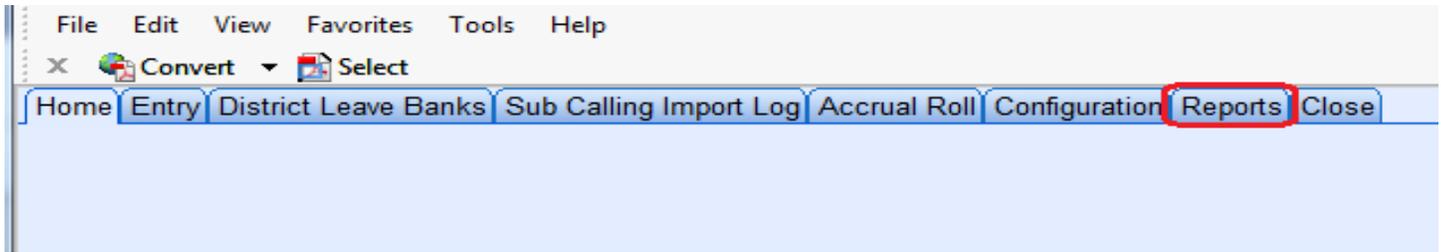
Sun Dec 28	Mon Dec 29	Tue Dec 30	Wed Dec 31	Thu Jan 01	Fri Jan 02	Sat Jan 03	Sun Jan 04	Mon Jan 05	Tue Jan 06	Wed Jan 07	Thu Jan 08	Fri Jan 09	Sat Jan 10	Sun Jan 11	Mon Jan 12	Tue Jan 13	Wed Jan 14	Thu Jan 15	Fri Jan 16	Sat Jan 17	Sun Jan 18
								PN*			SL	SL									
											SL	SL									
															SL						
											PN										
												FI									

- Review the prior week's absences on the Leave Entry tab. Be sure to review ALL pages.
- Hover over each leave type (VL, SL, PN, etc.) to verify that the recorded times are rounded to the nearest ¼ of an hour. For example -7 instead of -6.93. Make changes if needed.
- Check for leave types in **RED** which indicates "Warning" or "Requires Incident Note." Add Incident Notes for bereavement. (xx/xx/xxxx Relationship)
- Enter Transaction Notes (substitute's name, in-house coverage, or FMLA) if needed.
- Enter any absences that are missing.
- Now you are ready to print your affidavits!

Printing Affidavits



Click on the ELTS icon.



Click on **Reports**.

A screenshot of the 'ABSENCE REPORT' configuration page. The page has a header with navigation tabs: Home, Entry, District Leave Banks, Sub Calling Import Log, Accrual Roll, Configuration, Reports, Close. Below this are sub-tabs: Standard Reports, Reports 2000, Reports Letters. The main content area is titled 'ABSENCE REPORT'. It contains various input fields and options:

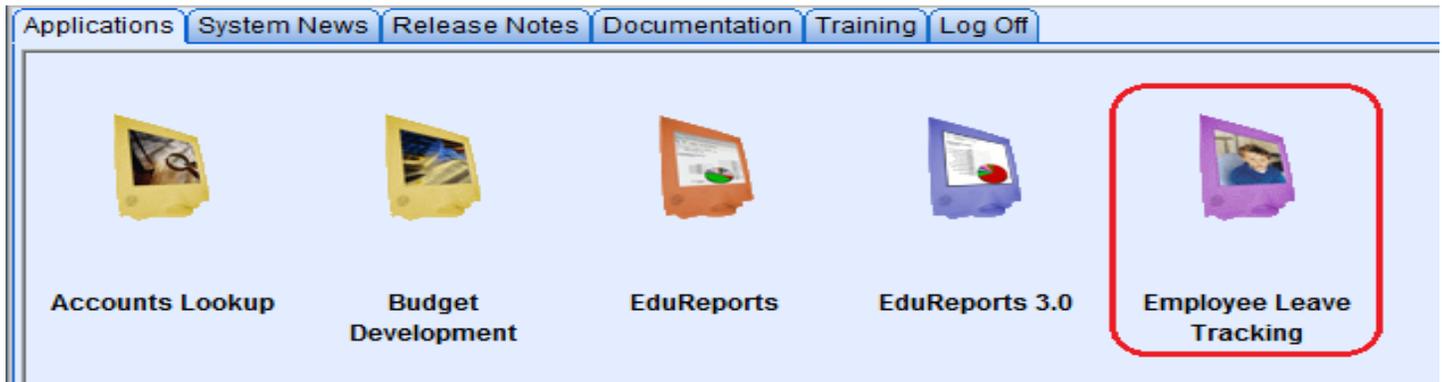
- Report Title: [Text input field]
- Report Type: Radio buttons for Summary, Detail, Detail By Bank, Ungenerated Affidavits, Pending Affidavits, and **Absence Affidavits** (selected and circled in red).
- Days Aged: [Dropdown menu with (All) selected]
- SSN: [Text input field]
- EIN: [Text input field]
- Last Name From: [Text input field]
- Last Name To: [Text input field]
- Reported Leave Type: [Dropdown menu with (All) selected]
- Bank: [Dropdown menu with (All) selected]
- Location: [Dropdown menu with (All) selected]
- Supervisor: [Dropdown menu with (All) selected]
- Bargaining Unit: [Dropdown menu with (All) selected]
- Pay Calendar: [Dropdown menu with (All) selected]
- Report Date From: [Dropdown menu with 01/05/2015 selected and circled in red]
- Report Date To: [Dropdown menu with 01/09/2015 selected and circled in red]
- Include SSN#:
- Include Only Employees With Balances:
- Include Terminated Employees:
- Include Employees Without EPICS Positions:
- Include Only Employees with Transactions:
- Include Transaction And Incident Notes:
- Itemized Detail:
- Include Status: Pending, Warning, Exception, Posted, Printed Only
- Page Break By: [Dropdown menu with Employee selected]
- Sort By: [Dropdown menu with Last Name selected]
- Reset: [Button]

Select Absence Affidavits and enter your date range (Monday – Friday of the previous week).

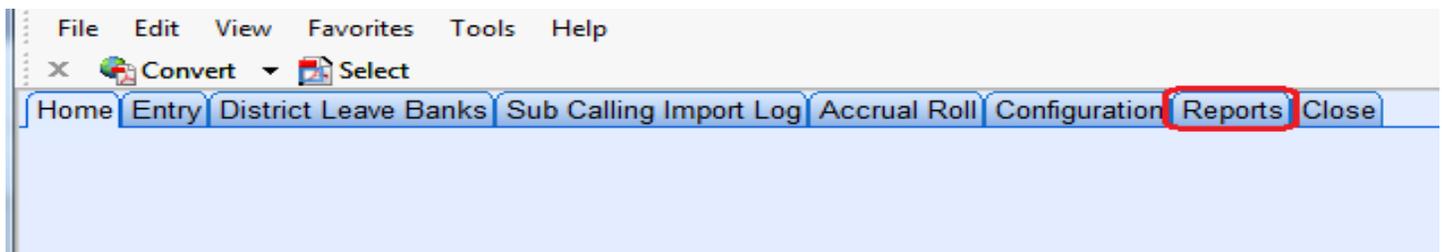
A screenshot of the 'Generate Report' dialog box. It has a title bar with 'Generate Report' highlighted in a red box. Below the title bar, it says 'Select a file format:' followed by three radio button options: PDF (selected), Text (CSV), and Excel (XLSX). Under the PDF option, there are two dropdown menus: 'Page Size' set to 'Letter 8 1/2 x 11 in' and 'Orientation' set to 'Landscape'.

Click on **Generate Report**.

Printing Reports



Click on the ELTS icon.



Click on **Reports**.

A screenshot of the 'ABSENCE REPORT' configuration form. The form has a title bar with 'Home', 'Entry', 'District Leave Banks', 'Sub Calling Import Log', 'Accrual Roll', 'Configuration', 'Reports', and 'Close'. Below the title bar are sub-menu options: 'Standard Reports', 'Reports 2000', and 'Reports Letters'. The main form area is titled 'ABSENCE REPORT' and contains various input fields and checkboxes. The 'Report Type' section has radio buttons for 'Summary', 'Detail', 'Detail By Bank', 'Ungenerated Affidavits', 'Pending Affidavits', and 'Absence Affidavits'. The 'Summary' radio button is selected and highlighted with a red rounded rectangle. Other fields include Report Title, SSN, Last Name From, Reported Leave Type, Location, Supervisor, Bargaining Unit, Report Date From, Days Aged, EIN, Last Name To, Bank, Pay Calendar, Report Date To, and several checkboxes for report options like 'Include SSN#', 'Include Only Employees With Balances', 'Include Status', etc. At the bottom, there are 'Page Break By' and 'Sort By' dropdowns, and a 'Reset' button.

Select Type of Report – Summary Report, Detail Report, Un-generated Affidavits Report or Pending Affidavits Report.

The screenshot shows a 'Generate Report' button highlighted with a red box. Below it, there are options to 'Select a file format': PDF (selected), Text (CSV), and Excel (XLSX). There are also dropdown menus for 'Page Size' (Letter 8 1/2 x 11 in) and 'Orientation' (Landscape).

Click on **Generate Report**.

Summary Absence Report – Provides you with a quick look of employee balances.

BEST NET CONSORTIUM
Summary Absence Report

74 Rialto Unified School District

EIN	EMPLOYEE NAME	SICK LEAVE ACCRUAL	SICK LEAVE	VACATION LEAVE ACCRUAL	VACATION LEAVE	OTHER	NON-DUTY ACCRUAL	NON-DUTY	EXCESS USE	COMP TIME
78	C	0.0000	69.7500	0.0000	112.2500	0.0000	0.0000	0.0000	0.0000	0.0000
10	D	0.0000	420.2500	0.0000	203.2500	0.0000	0.0000	0.0000	0.0000	0.0000
310	D	0.0000	867.7500	0.0000	120.2500	0.0000	0.0000	0.0000	0.0000	0.0000
9	G	0.0000	185.7500	0.0000	24.0000	0.0000	0.0000	0.0000	0.0000	0.0000
27	G	0.0000	33.2500	0.0000	179.5000	16.0000	0.0000	0.0000	0.0000	0.0000
1	K	0.0000	270.2500	0.0000	197.5000	0.0000	0.0000	4.0000	0.0000	0.0000
107	M	0.0000	194.2500	0.0000	115.5000	0.0000	0.0000	0.0000	0.0000	0.0000

Detail Absence Report – Provides you with every transaction for each employee.

BEST NET CONSORTIUM
Detail Absence Report

74 Rialto Unified School District

EIN	EMPLOYEE NAME	SICK LEAVE ACCRUAL	SICK LEAVE	VACATION LEAVE ACCRUAL	VACATION LEAVE	OTHER	NON-DUTY ACCRUAL	NON-DUTY	EXCESS USE	COMP TIME
		0.0000	348.0000	0.0000	143.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Affidavit	Leave Type Description		Bank	From	To	Hours				
257	SICK LEAVE		SICK LEAVE	10/01/2014	10/01/2014	350.0000				
531	VACATION LEAVE		VACATION LEAVE	10/01/2014	10/01/2014	148.5000				
758	VACATION LEAVE		VACATION LEAVE	10/06/2014	10/06/2014	-2.5000				
1057	PERSONAL NECESSITY		SICK LEAVE	11/03/2014	11/04/2014	-2.0000				
1057	VACATION LEAVE		VACATION LEAVE	11/05/2014	11/05/2014	-3.0000				
		0.0000	456.5000	0.0000	158.0000	4.0000	0.0000	0.0000	0.0000	0.0000
Affidavit	Leave Type Description		Bank	From	To	Hours				
127	SICK LEAVE		SICK LEAVE	10/01/2014	10/01/2014	478.0000				
479	VACATION LEAVE		VACATION LEAVE	10/01/2014	10/01/2014	158.0000				
695	FAMILY ILLNESS		SICK LEAVE	10/01/2014	10/01/2014	-4.5000				
759	SICK LEAVE		SICK LEAVE	10/09/2014	10/09/2014	-5.0000				
824	SICK LEAVE		SICK LEAVE	10/16/2014	10/16/2014	-4.0000				
1068	JURY DUTY		OTHER	11/04/2014	11/04/2014	4.0000				
1159	SICK LEAVE		SICK LEAVE	11/13/2014	11/13/2014	-8.0000				

Un-generated Affidavits Absence Report – Provides you with a list of affidavits that have not been printed at your site.

BEST NET CONSORTIUM
Un-generated Affidavits Absence Report

74 Rialto Unified School District

EIN	EMPLOYEE NAME	Position	Location	Description	Affidavit	StartDate	EndDate	Date Entered
4	B	TEACHEL	ELEMENTARY	Leave Used	4772	11/18/2014	11/18/2014	11/19/2014
17	C	TEACHEL	ELEMENTARY	Leave Used	5275	11/19/2014	11/21/2014	11/20/2014
2	E	CUSTIO	ELEMENTARY	Leave Used	6654	12/01/2014	12/01/2014	12/02/2014
9	G	SECSCHL	ELEMENTARY	Leave Used	6885	12/03/2014	12/03/2014	12/04/2014
10	L	ASPRINEL	ELEMENTARY	Leave Used	6829	12/03/2014	12/03/2014	12/04/2014
724	M	IAIIBB	ELEMENTARY	Leave Used	5351	11/20/2014	11/21/2014	11/21/2014
73	S	TEACHEL	ELEMENTARY	Leave Used	5353	11/20/2014	11/21/2014	11/21/2014
7	S	TEACHEL	ELEMENTARY	Leave Used	6686	12/01/2014	12/01/2014	12/02/2014
12	S	IAII	ELEMENTARY	Leave Used	5321	11/20/2014	11/20/2014	11/21/2014
5	S	IASPED	ELEMENTARY	Leave Used	6672	12/01/2014	12/01/2014	12/02/2014
571	S	TEACHEL	ELEMENTARY	Leave Used	6677	12/01/2014	12/01/2014	12/02/2014
1	V	IA	ELEMENTARY	Leave Used	6757	12/02/2014	12/02/2014	12/03/2014
10	W	TEACHEL	ELEMENTARY	Leave Used	6921	12/04/2014	12/04/2014	12/05/2014

Pending Affidavits Absence Report – Provides you with a list of: when affidavits are entered, printed, received by Payroll, and days outstanding. Be sure to include pending, warning, and exception statuses when generating this report.

BEST NET CONSORTIUM
Pending Affidavits Absence Report

74 Rialto Unified School District

EIN	EMPLOYEE NAME	Position	Location	Affidavit	Start Date	End Date	Total Hours	Status	Entered	Printed	Received	Days Outstanding
	TEACHEL		ELEMENTARY	4772	11/18/2014	11/18/2014	7.0000	PENDING	11/19/2014		No	20
	TEACHCH		ELEMENTARY	4773	11/18/2014	11/18/2014	7.0000	PENDING	11/19/2014	12/03/2014	No	20
	TEACHCH		ELEMENTARY	5094	11/06/2014	11/06/2014	7.0000	PENDING	11/19/2014	11/19/2014	No	32
	TEACHEL		ELEMENTARY	5275	11/19/2014	11/21/2014	21.0000	PENDING	11/20/2014		No	19
	CUSTI		ELEMENTARY	6654	12/01/2014	12/01/2014	8.0000	PENDING	12/02/2014		No	7
	SECSCHL		ELEMENTARY	6885	12/03/2014	12/03/2014	8.0000	PENDING	12/04/2014		No	5
	ASPRINEL		ELEMENTARY	6829	12/03/2014	12/03/2014	3.5000	PENDING	12/04/2014		No	5

Monthly Pending Affidavits Report

Attach all affidavits listed on your report, sign by admin, and submit to Payroll by the 15th of each month

Report Type – Pending Affidavits

Report Date From: - Always select 07/01 of current school year

Report Date To: - Last day of month