

Instructions for Absence Reporting through SPRinG

As the Site Payroll Representative at your school, you may access the Absence Summary and Employee Absent Reports at any time. To do so, please follow these few simple steps:

- First, Logon to SPRinG in the usual manner. This may be done at any time; you do not have to wait for the bi-weekly pay period to end.
- Next, Choose from the Main menu:
 - Create Absence Summary – click the menu link to open the date range page. Enter a beginning and ending date in the MM/DD/YYYY format into the text boxes. Or, you can click the calendar icon adjacent to either text box and pick a date from the pop-up calendar. Next, click the *Open Report* command button to view the report on the screen.
 - Create Employee Absent Report – follow the same procedure above to enter a date range and then choose a specific teacher name from the drop-down list or accept the *Select All* default to view the absence detail for that date range.

Any report in SPRinG may be saved to your computer as a MS Word document, an Excel spreadsheet, or printed at any time. Just choose the appropriate icon located below the bottom-left corner of the report on the screen.

Note: The 2006-2007 school year is the first year in which all Teacher absences have been recorded in the SubFinder data, even if a substitute was not required, so any dates included in a range previous to August 1st, 2006, may not reflect all absences which may have occurred.