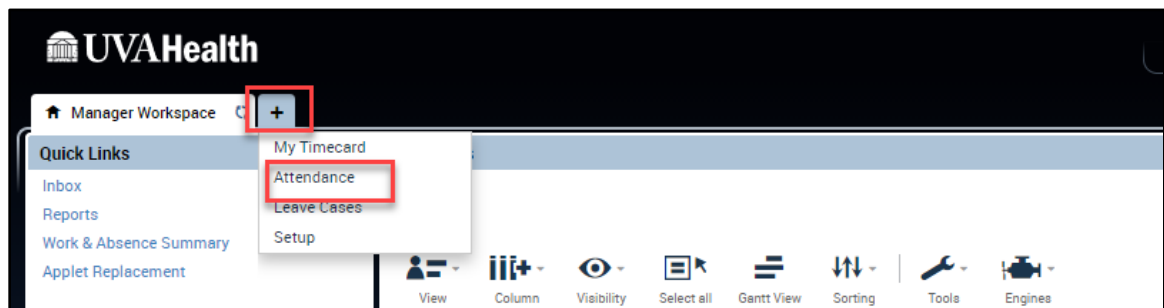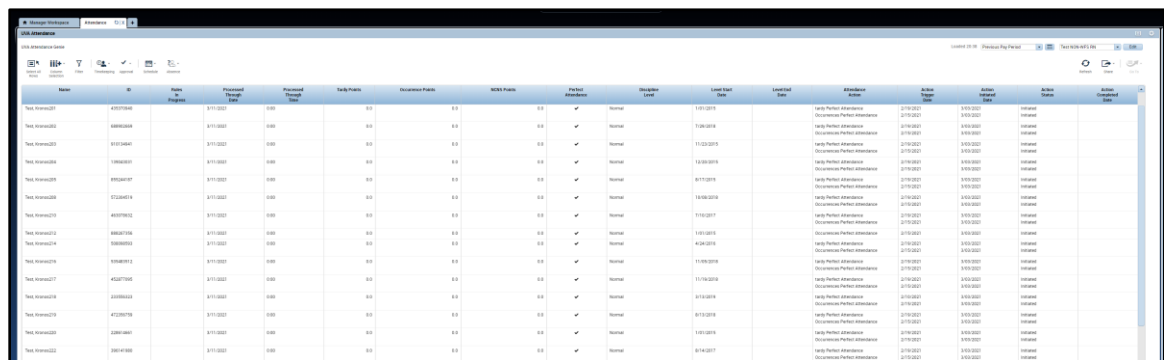# Excusing Attendance Events
(From the Attendance Editor)

- Open Attendance from the *(+) tab* and select *Attendance*
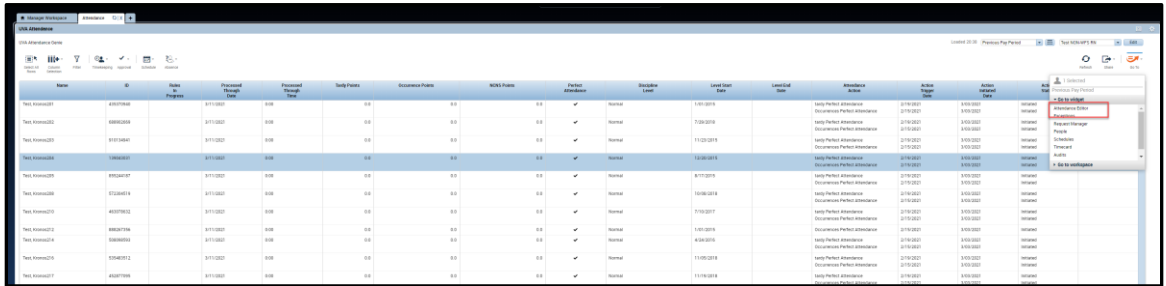

- The UVA Attendance Genie will open
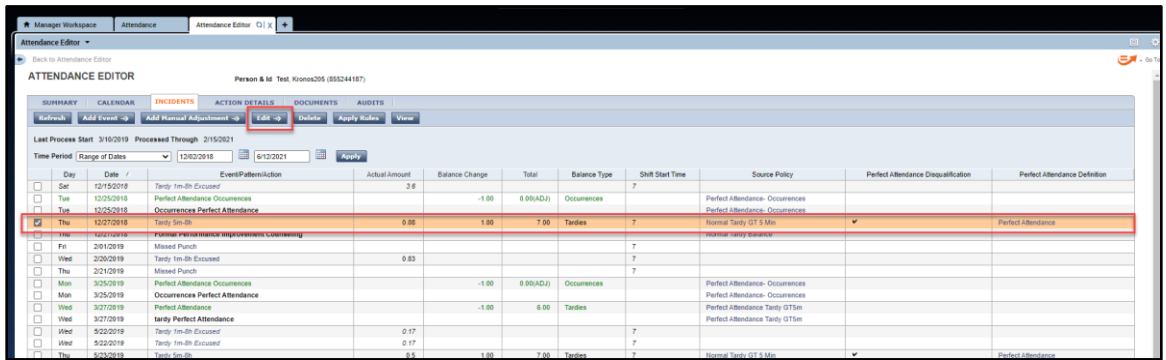 - Select the team member

- Click on the *Go to widget*
  - From the dropdown select *Attendance Editor*

- The *Attendance Editor* opens to the Incidents tab
  - The *Incidents* Tab displays tracked attendance events
    - Select the event to excuse under the *Events/Pattern/Action* column (the example is a *Tardy*)
    - Click on *Edit*

- Click the event drop down to select *Tardy Excused*

- Select Save and Return

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o (Repeat steps for each date an event should be excused)
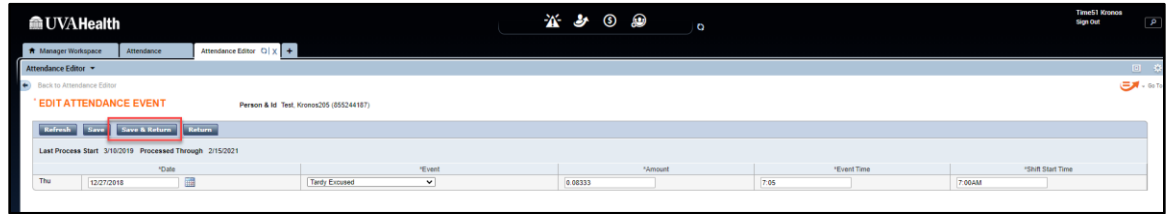
- Apply the rules using a start date prior to the first date of all events that were excused
  - Click *Ok*

- After applying the attendance rules, the balances will update

Additional Questions?

- Call the Help Desk at 434-924-5334
  OR
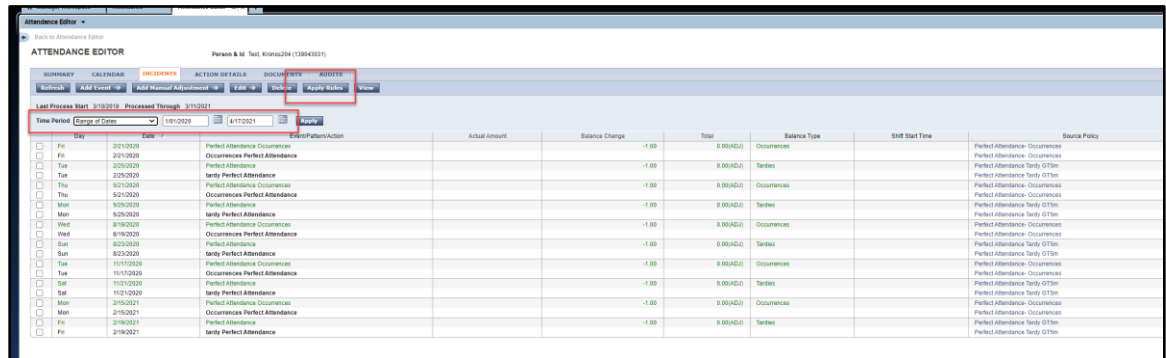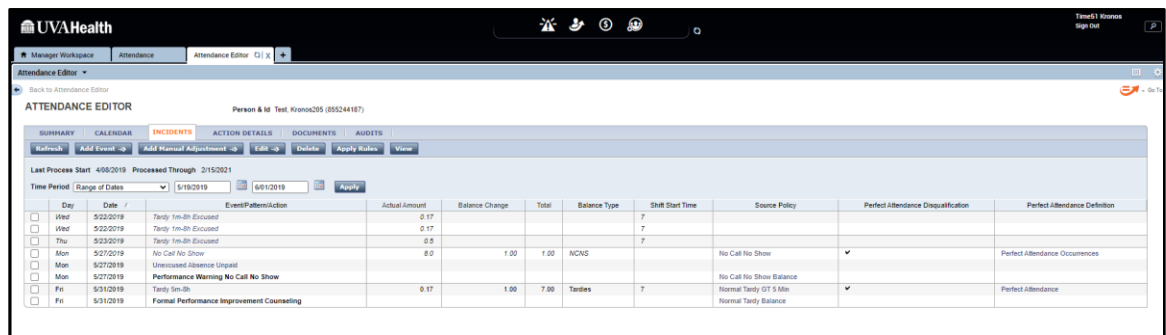- Go to KNOWLEDGELINK and enter a ticket online

IT HELP

See job aid located on the *Kronos Welcome Page* titled: *Submit a Help Desk Ticket On-line*