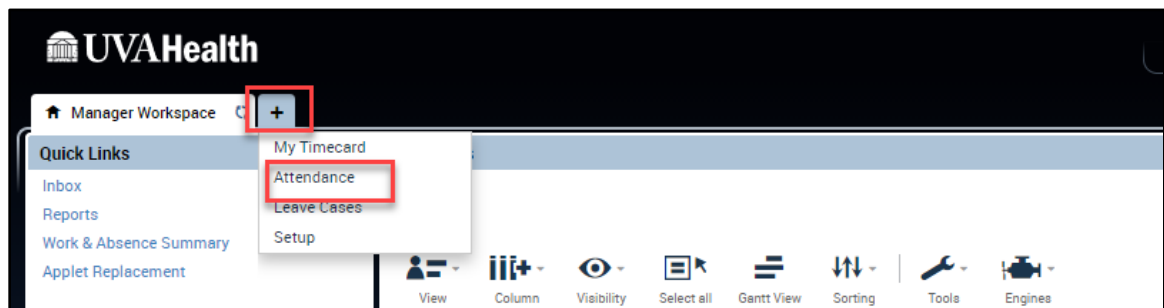
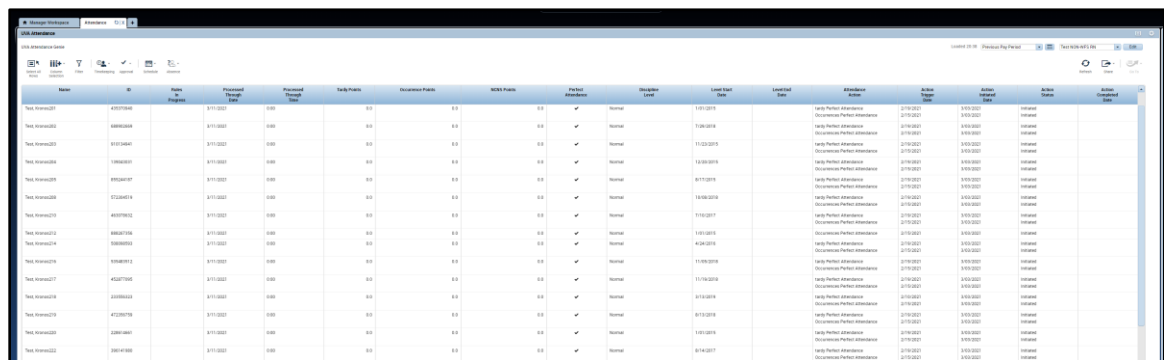


# Excusing Attendance Events (From the Attendance Editor)

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

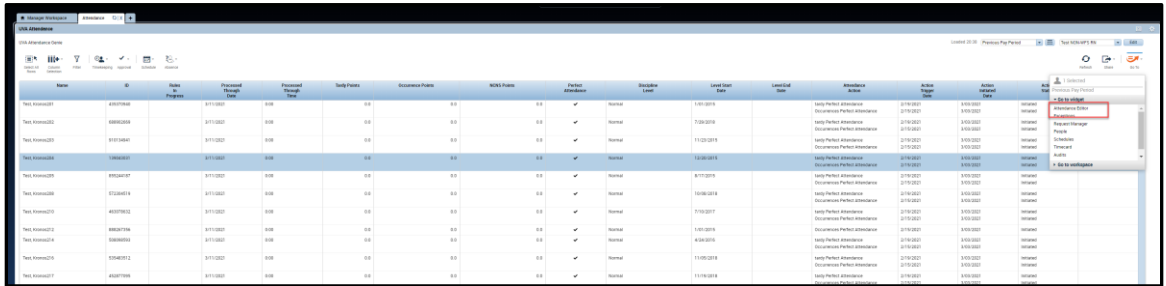


- The UVA Attendance Genie will open
  - Select the team member



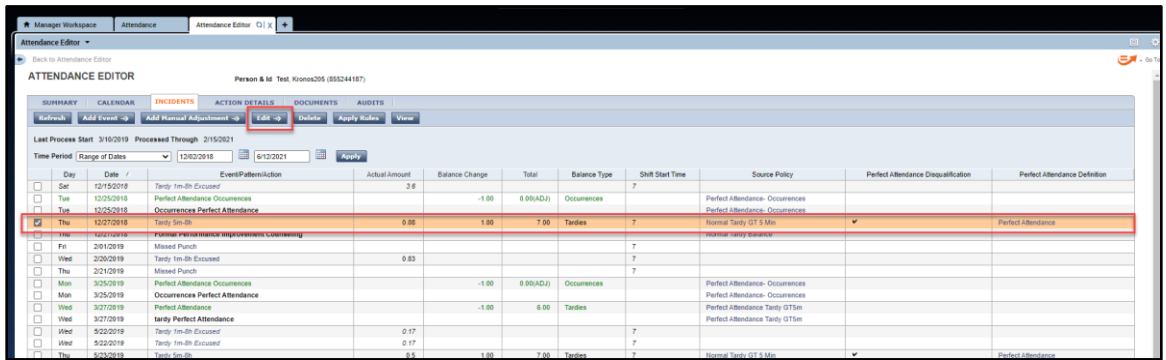
Name	ID	Hire & End Date	Proposed Through Date	Proposed Through Time	Total Hours	Occurrence Status	NADA Status	Punct. Attendance	Absence Level	Last Last Date	Last Last Date	Absence Action	Action Target Date	Action Incentive Date	Action Status	Action Completed Date
Task Member21	4307046		8/15/2021	0:00	0:00	0:00	0:00	✓	Normal	1/31/2021	1/31/2021	Early Perfect Attendance	2/15/2021	2/15/2021	Initial	
Task Member22	4499204		8/15/2021	0:00	0:00	0:00	0:00	✓	Normal	1/31/2021	1/31/2021	Occurrence Perfect Attendance	2/15/2021	2/15/2021	Initial	
Task Member23	8112444		8/15/2021	0:00	0:00	0:00	0:00	✓	Normal	11/23/2019	11/23/2019	Early Perfect Attendance	2/15/2021	2/15/2021	Initial	
Task Member24	1386601		8/15/2021	0:00	0:00	0:00	0:00	✓	Normal	1/31/2021	1/31/2021	Occurrence Perfect Attendance	2/15/2021	2/15/2021	Initial	
Task Member25	4752417		8/15/2021	0:00	0:00	0:00	0:00	✓	Normal	1/31/2021	1/31/2021	Early Perfect Attendance	2/15/2021	2/15/2021	Initial	
Task Member26	4724414		8/15/2021	0:00	0:00	0:00	0:00	✓	Normal	1/31/2021	1/31/2021	Occurrence Perfect Attendance	2/15/2021	2/15/2021	Initial	
Task Member27	4920763		8/15/2021	0:00	0:00	0:00	0:00	✓	Normal	1/31/2021	1/31/2021	Early Perfect Attendance	2/15/2021	2/15/2021	Initial	
Task Member28	4920763		8/15/2021	0:00	0:00	0:00	0:00	✓	Normal	1/31/2021	1/31/2021	Occurrence Perfect Attendance	2/15/2021	2/15/2021	Initial	
Task Member29	4920763		8/15/2021	0:00	0:00	0:00	0:00	✓	Normal	1/31/2021	1/31/2021	Early Perfect Attendance	2/15/2021	2/15/2021	Initial	
Task Member30	4920763		8/15/2021	0:00	0:00	0:00	0:00	✓	Normal	1/31/2021	1/31/2021	Occurrence Perfect Attendance	2/15/2021	2/15/2021	Initial	
Task Member31	4920763		8/15/2021	0:00	0:00	0:00	0:00	✓	Normal	1/31/2021	1/31/2021	Early Perfect Attendance	2/15/2021	2/15/2021	Initial	
Task Member32	4920763		8/15/2021	0:00	0:00	0:00	0:00	✓	Normal	1/31/2021	1/31/2021	Occurrence Perfect Attendance	2/15/2021	2/15/2021	Initial	
Task Member33	4920763		8/15/2021	0:00	0:00	0:00	0:00	✓	Normal	1/31/2021	1/31/2021	Early Perfect Attendance	2/15/2021	2/15/2021	Initial	
Task Member34	4920763		8/15/2021	0:00	0:00	0:00	0:00	✓	Normal	1/31/2021	1/31/2021	Occurrence Perfect Attendance	2/15/2021	2/15/2021	Initial	
Task Member35	4920763		8/15/2021	0:00	0:00	0:00	0:00	✓	Normal	1/31/2021	1/31/2021	Early Perfect Attendance	2/15/2021	2/15/2021	Initial	
Task Member36	4920763		8/15/2021	0:00	0:00	0:00	0:00	✓	Normal	1/31/2021	1/31/2021	Occurrence Perfect Attendance	2/15/2021	2/15/2021	Initial	
Task Member37	4920763		8/15/2021	0:00	0:00	0:00	0:00	✓	Normal	1/31/2021	1/31/2021	Early Perfect Attendance	2/15/2021	2/15/2021	Initial	
Task Member38	4920763		8/15/2021	0:00	0:00	0:00	0:00	✓	Normal	1/31/2021	1/31/2021	Occurrence Perfect Attendance	2/15/2021	2/15/2021	Initial	
Task Member39	4920763		8/15/2021	0:00	0:00	0:00	0:00	✓	Normal	1/31/2021	1/31/2021	Early Perfect Attendance	2/15/2021	2/15/2021	Initial	
Task Member40	4920763		8/15/2021	0:00	0:00	0:00	0:00	✓	Normal	1/31/2021	1/31/2021	Occurrence Perfect Attendance	2/15/2021	2/15/2021	Initial	
Task Member41	4920763		8/15/2021	0:00	0:00	0:00	0:00	✓	Normal	1/31/2021	1/31/2021	Early Perfect Attendance	2/15/2021	2/15/2021	Initial	
Task Member42	4920763		8/15/2021	0:00	0:00	0:00	0:00	✓	Normal	1/31/2021	1/31/2021	Occurrence Perfect Attendance	2/15/2021	2/15/2021	Initial	

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

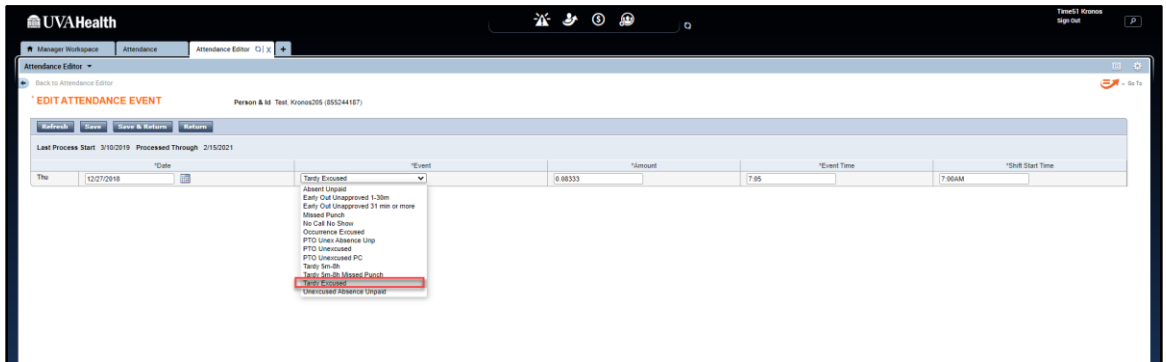
Name	ID	Event Type	Processed Through	Processed Through Time	Today Points	Occurrence Points	NCH Points	Period	Period Interval	Disable Event	Last Date	Last Date Time	Attendance Status	Action	Amount	Event Date	Event Time
Test Kronos201	85524187	Tardy	12/15/2018	0:00	0.00	0.00	0.00	0.00	0.00	Yes	1/15/2019	1:00:00:00	Incused	Incuse	0.00	12/15/2018	7:05:00
Test Kronos202	85524188	Perfect Attendance Occurrences	12/15/2018	0:00	0.00	0.00	0.00	0.00	0.00	Yes	1/15/2019	1:00:00:00	Incused	Incuse	0.00	12/15/2018	7:05:00
Test Kronos203	85524189	Occurrences Perfect Attendance	12/15/2018	0:00	0.00	0.00	0.00	0.00	0.00	Yes	1/15/2019	1:00:00:00	Incused	Incuse	0.00	12/15/2018	7:05:00

- 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*



Day	Date	Event/Pattern/Action	Actual Amount	Balance Change	Total	Balance Type	Shift Start Time	Source Policy	Perfect Attendance Disqualification	Perfect Attendance Definition
Sat	12/15/2018	Tardy In-Bk Excused	3.6				7			
Tue	12/25/2018	Perfect Attendance Occurrences		-1.00	0.00(ADJ)				Perfect Attendance - Occurrences	
Tue	12/25/2018	Occurrences Perfect Attendance							Perfect Attendance - Occurrences	
Thu	1/3/2019	Normal Tardy Excused	0.00	1.00	7.00	Tardies	7	Normal Tardy 07:30am	✓	Perfect Attendance
Fri	2/01/2019	Missed Punch					7			
Wed	2/06/2019	Tardy In-Bk Excused	0.83				7			
Thu	2/14/2019	Missed Punch					7			
Mon	3/25/2019	Perfect Attendance Occurrences		-1.00	0.00(ADJ)				Perfect Attendance - Occurrences	
Mon	3/25/2019	Occurrences Perfect Attendance							Perfect Attendance - Occurrences	
Wed	3/27/2019	Perfect Attendance							Perfect Attendance Tardy 0730m	
Wed	3/27/2019	Tardy Perfect Attendance		-1.00	6.00	Tardies			Perfect Attendance Tardy 0730m	
Wed	5/22/2019	Tardy In-Bk Excused	0.17				7			
Wed	5/22/2019	Tardy In-Bk Excused	0.17				7			
Thu	5/24/2019	Tardy In-Bk Excused	0.6	1.00	7.00	Tardies	7	Normal Tardy 07:30am	✓	Perfect Attendance

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

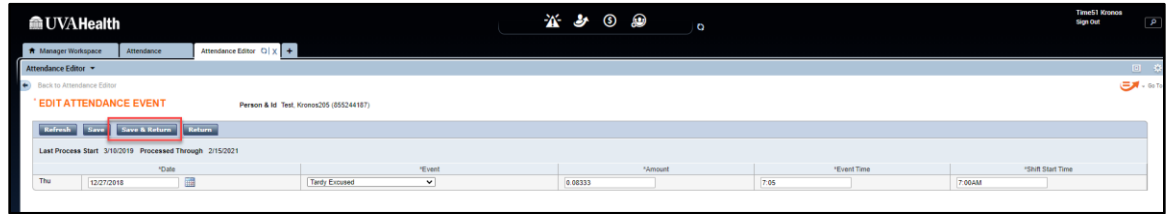


Date	Event	Amount	Event Time	Shift Start Time
Thu 12/27/2018	Tardy Excused	0.8833	7:05	7:00AM

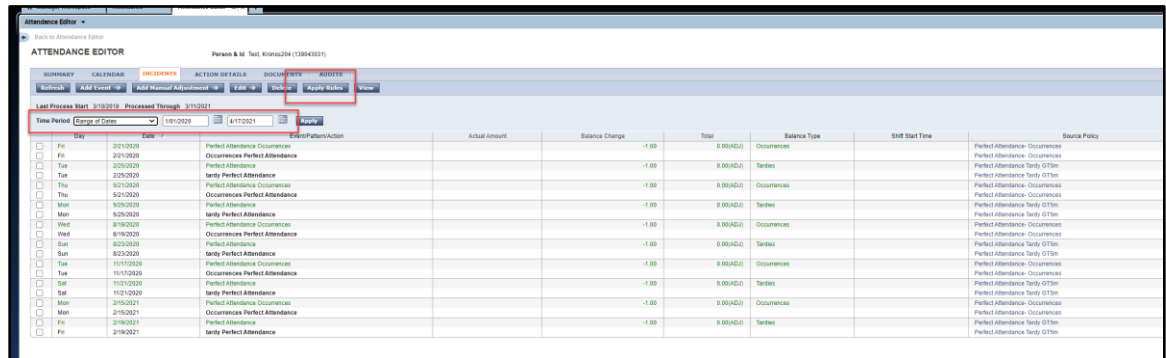
- Select *Save and Return*



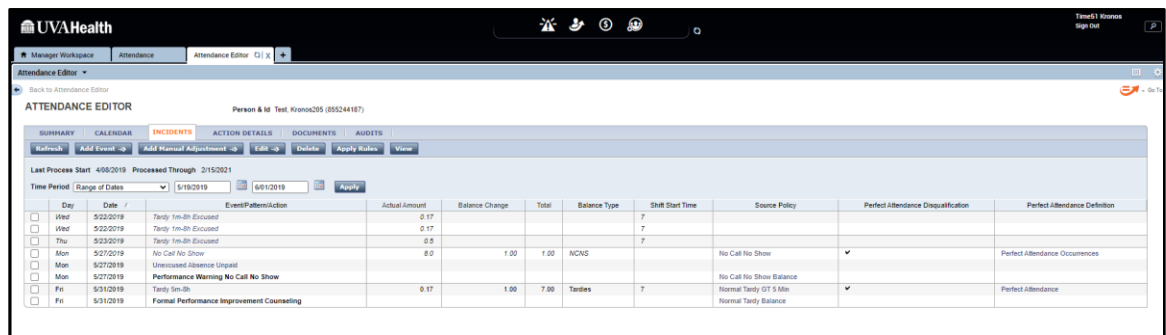
- (Repeat steps for each date an event should be excused)



- 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



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