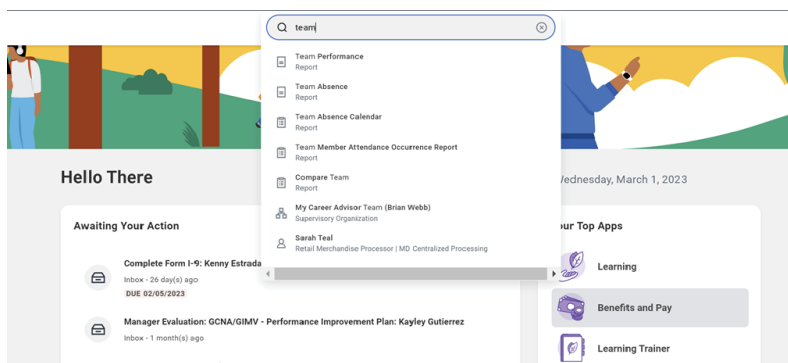


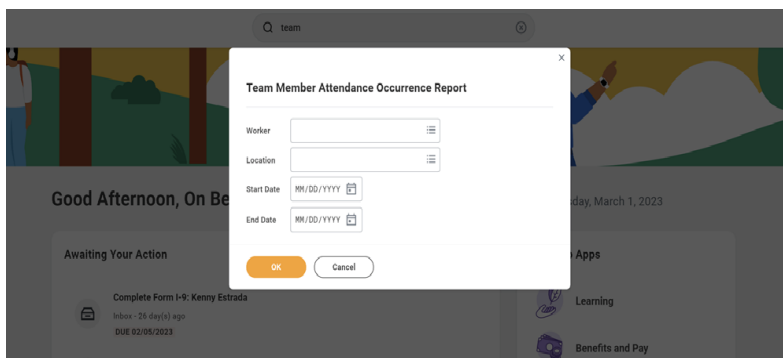
Team Member Attendance Occurrence Report in Workday

The Team Member Attendance Occurrence Report helps managers to track attendance infractions for their team. This report is intended for use by Retail leadership, at or above the Assistant Store Manager position.

To find the Team Member Attendance Occurrence Report, start typing 'team' in the Workday search bar. The predictive text feature should pull up the Team Member Attendance Occurrence Report.



You are able to filter results by an individual worker, location, and specific date range. Managers will have access to their assigned location only.



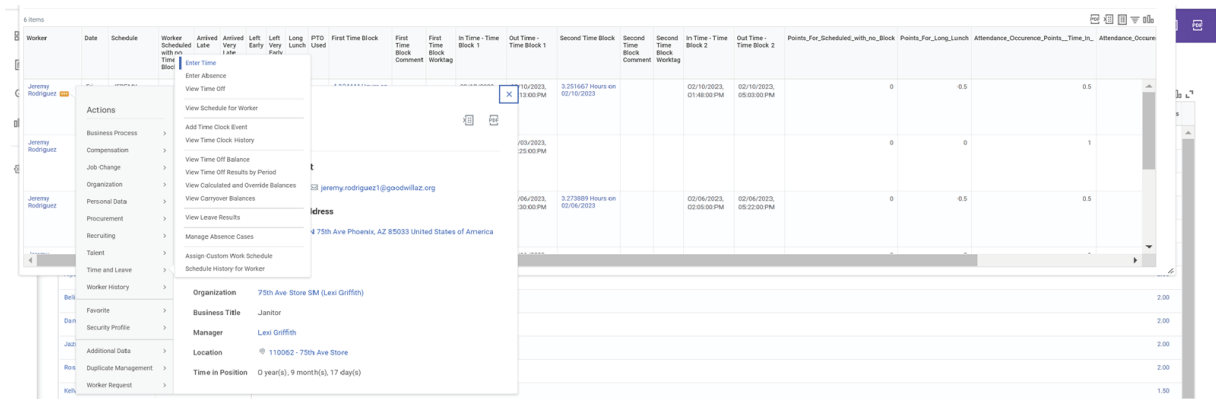
A list of Team Members will show on the left-hand side, and the Total Attendance Occurrence Points during the selected time period will be visible on the right side of the screen. The points are based on attendance infractions, such as arriving late, leaving early, or taking a long lunch. Team Members receive a half point for anything less than an hour and a full point for anything more than an hour.

Worker	Location	Total Attendance Occurrence Points
Brandon Colon	110045 - Ritterhouse Store	15.50
Makyla Murielta	110045 - Ritterhouse Store	14.50
Mya Clayburne	110045 - Ritterhouse Store	13.50
Neil Shuler	110045 - Ritterhouse Store	13.50
Halley Denman	110045 - Ritterhouse Store	13.00
Beatriz Valdejo Nunez	110045 - Ritterhouse Store	12.00
Karissa Arriba	110045 - Ritterhouse Store	12.00

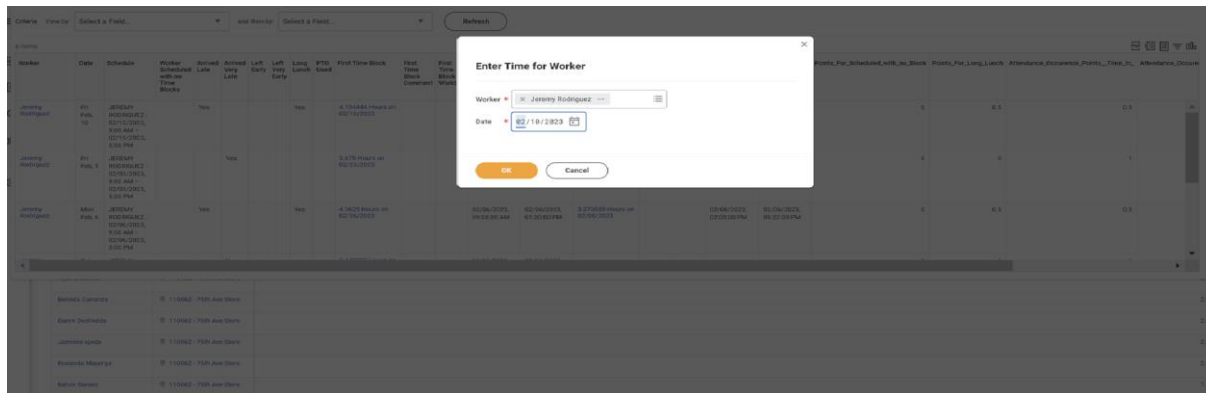
Clicking on the points value will open a new pop-up window with details about how the infraction total was determined. You can adjust the pop-up by dragging the bottom right-hand corner. You can also move it around the screen by clicking and holding the grid at the top.

Worker	Date	Schedule	Worker Scheduled with no Time Blocks	Arrived Late	Arrived Very Late	Left Early	Left Very Early	Long Lunch	PSD Used	First Time Block	First Time Block Comment	In Time - Time Block 1	Out Time - Time Block 1	Second Time Block	Second Time Block Comment	In Time - Time Block 2	Out Time - Time Block 2	Points_For_Scheduled_with_no_Block	Points_For_Long Lunch	Attendance Occurrence Points_Time_In	Attendance Occurrence Points
Brandon Colon	Fri, Jan 13	BRANDON COLON: 01/13/2023, 8:00 AM	Yes					Yes	2.531111 Hours on 01/13/2023		01/13/2023, 08:19:00 AM	01/13/2023, 10:51:00 AM	3.045823 Hours on 01/13/2023		01/13/2023, 01:06:00 PM	01/13/2023, 04:08:00 PM	0	0.5	0.5	15.50	

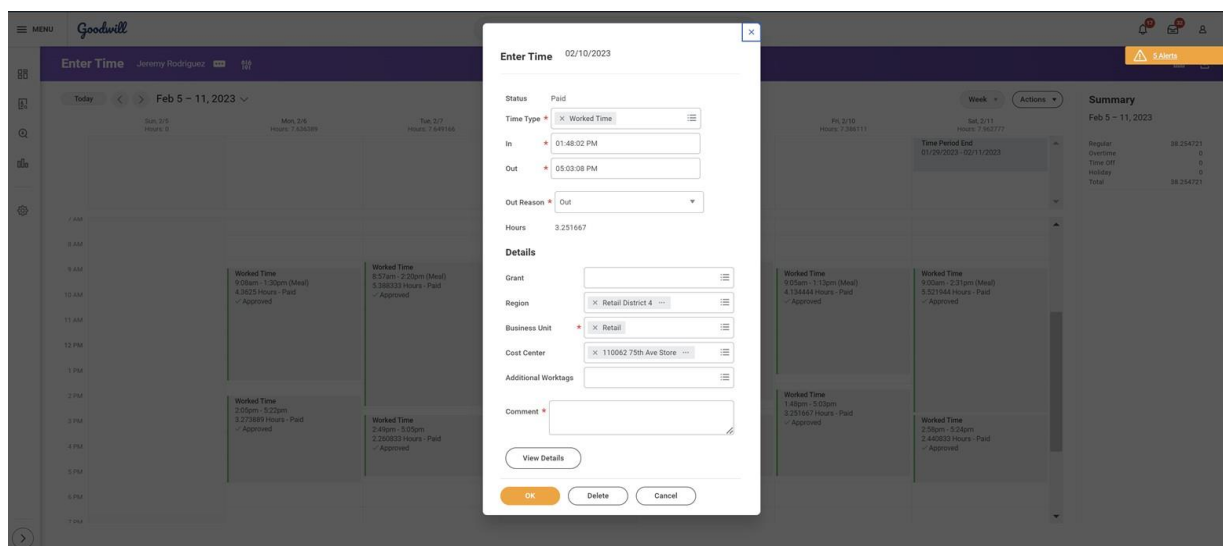
A manager can make exceptions for attendance infractions by going to the team member's timecard. To access the timecard, click on the ellipsis next to the Team Member's name and scroll down to the section entitled Time and Leave. Right-click on 'Enter Time' and click See In New Tab. By doing this, you will not lose your place in the report because the time card will open in a new tab.



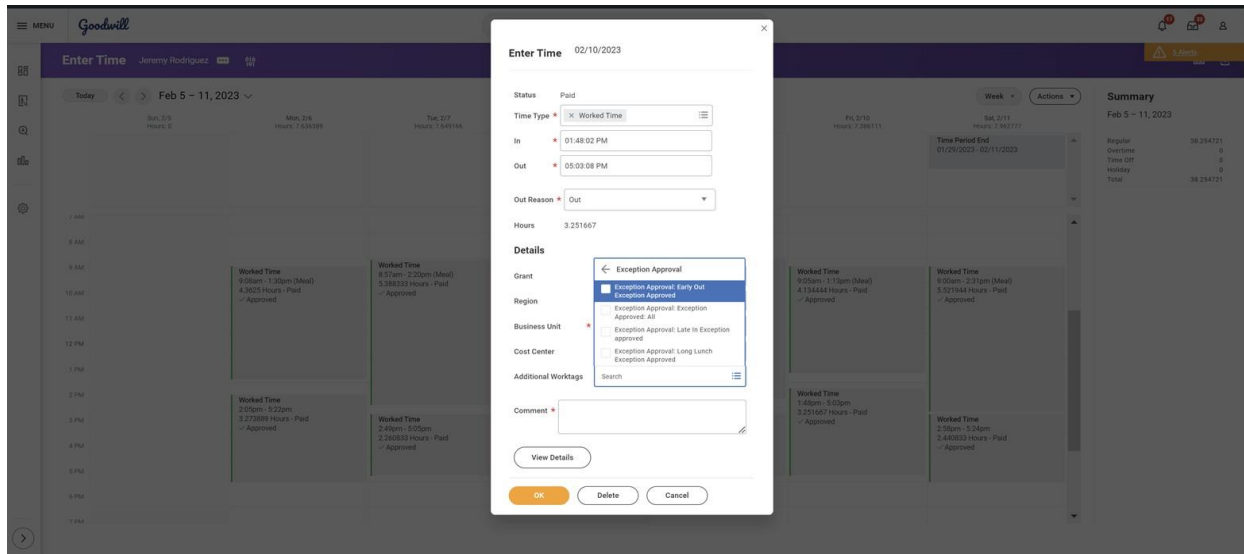
A window will pop up. Choose the desired date to access the time block related to the attendance occurrence.



Select the time block where the infraction was incurred to make an exception. Clicking on the time block will open a pop-up where you can indicate you are making an exception and excusing the attendance infraction associated to that time block.



Use 'Additional Worktags' to make the exception. Look for the option called 'Exception Approval' and select it. Within the menu that appears, please select the approval option that best fits the occurrence you'd like to approve.



If there are multiple infractions to excuse, you can choose the option for 'Exception Approved: All' to approve all occurrences associated with the time block. You are required to leave a comment regarding why the approval was made. Once finished, click 'OK' to close the pop-up. The time block will change to 'Not Submitted' and you will have to approve it for payment.

If you are in the current pay period, you do not need to approve it right away if you are not ready to submit time cards for the week.

Due to the complex nature of this report, you will be able to see edits you make to the Team Member Attendance Occurrence Report on the following day.