

Who should have Staff Attendance reports?

Site Administrators, Time Reporters, and Time Administrators at schools and offices

Which security role will I need to access the Staff Attendance reports?

BH161_0000 BW – School ONLY Site Administrator

Where do I find Staff Attendance reports?

Click on **Reports** tab

Click on **School** subtab

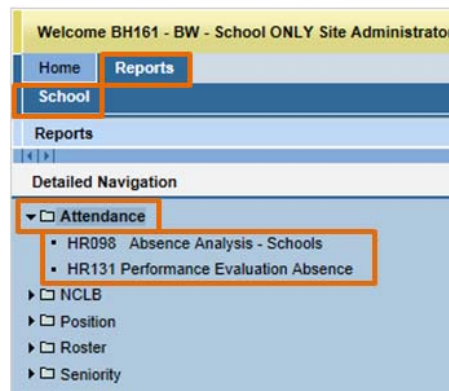
Click on right facing arrow to open **Attendance** folder

2 Staff Attendance reports display: **HR098 Absence Analysis - Schools** and **HR131 Unprotected Absences**

To run report, click on report name

HR098 Absence Analysis – Schools and **HR131 Unprotected Absence** are found under the **Reports** tab → **School** sub tab → **Attendance** folder

To expand and view the Staff Attendance reports, click on the right facing arrow. To run a report, click on the report link.



The **Cost Center (School)** field will be pre-populated with your assigned **Cost Center (School)**. For **HR098 Absence Analysis – Schools**, type in or select at least one **Calendar Month/Year** then click on **OK** button. For **HR131 Unprotected Absences**, the current **Fiscal Year** is pre-populated, and no other filter entry is needed. Click on **OK** button to run report.

HR098 Absence Analysis - Schools - SAP NetWeaver Portal - Internet Explorer

https://bts.lausd.net/irj/servlet/prt/portal/prteventname/Navigate/prtroot/pcdl3aportal_content

Variable Entry

Available Variables: Save Save As... Delete Show Variable Personalization

Variable	Current Selection	Description
* Calendar Month/Year (Selection Required)		
Cost Center (School)	+100001201401(Text: Noc)	100001201401 ALBION EL
Job Family (Selection Optional)		
Job Sub Family (Selection Optional)		
Person ID (Selection Optional)		

OK Check

HR131 Unprotected Absences - SAP NetWeaver Portal - Internet Explorer

https://bts.lausd.net/irj/servlet/prt/portal/prteventname/Navigate/prtroot/pcdl3aportal_content

Variable Entry

Available Variables: Save Save As... Delete Show Variable Personalization

Variable	Current Selection	Description
* Fiscal Year (default Current FY, Selection Required)	2017	2017
Cost Center (School)	+100001201401(Text: Noc)	100001201401 ALBION EL
Person ID (Selection Optional)		
Personnel Area Flag (Selection Optional)		
EE Job (Selection Optional)		

OK Check