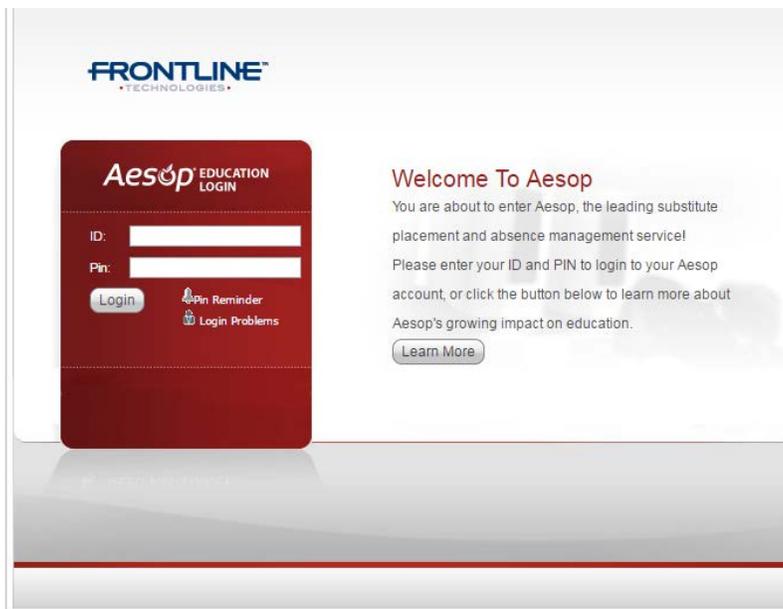


DOWNLOADING ATTENDANCE DATA FROM AESOP

PROCEDURE:

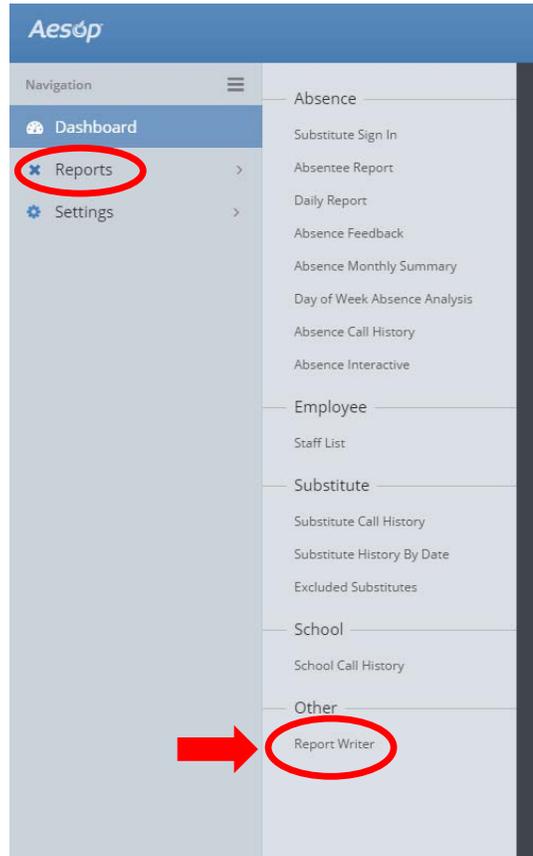
Step 01: Log in to Aesop at www.aesoponline.com using your individual log-in information.



From the Home Screen, select *Reports*:

Conf #	Name	School	Reason	Shift	Created
211221948	WALKER, TONY PARAEDUCATOR-SPECIAL ED	Silver Creek High School	Vacation		5/16/2016 5:02 PM

Select *Report Writer*:



For the report named *Monthly Attendance for Payroll*, select *Run with new filters*:

Report Writer

Show reports last run or created within the last month Name:

Access: All Public Published

Absence Data

Name	Access	Created	Last Run	Runs	Actions
Absence/Vacancy Jobs by Substitute(s)	Public	5/11/2016 5:07 PM by: Michelle Raye Angeles		0	<input type="button" value="Run with New Filters"/> <input type="button" value="Run with Saved Filters"/>
Absences/Vacancies by Site	Public	5/11/2016 5:18 PM by: Michelle Raye Angeles		0	<input type="button" value="Run with New Filters"/> <input type="button" value="Run with Saved Filters"/>
Monthly Attendance for Payroll	Published	4/28/2016 7:23 PM by: Marisa Perry		0	<input type="button" value="Run with New Filters"/> <input type="button" value="Run with Saved Filters"/>

REPORTwriter Filter Report

Monthly Attendance for Payroll Run Cancel

Available Fields	Filters
<p>Common Fields</p> <ul style="list-style-type: none"> CONF# Date Employee Full Name School Name Substitute Full Name Start Time (Substitute) End Time (Substitute) Filled Start Time (Absence) End Time (Absence) Absence Reason Vacancy (Yes/No) <p>Other Fields</p> <ul style="list-style-type: none"> Absence Instance ID Absence Last Update Absence Reason DRKEY 	<p>Date</p> <p>Start: 4/15/2016 <input type="text"/> End: 5/15/2016 <input type="text"/></p> <p><input type="radio"/> Relative <input checked="" type="radio"/> Fixed <input type="radio"/> Relative <input checked="" type="radio"/> Fixed</p>

Under *Output Types*, deselect *HTML* and **select *Excel Compatible (csv)***.

Under *Schedule*, select *I want to run the report right away*.

Click *Run*:

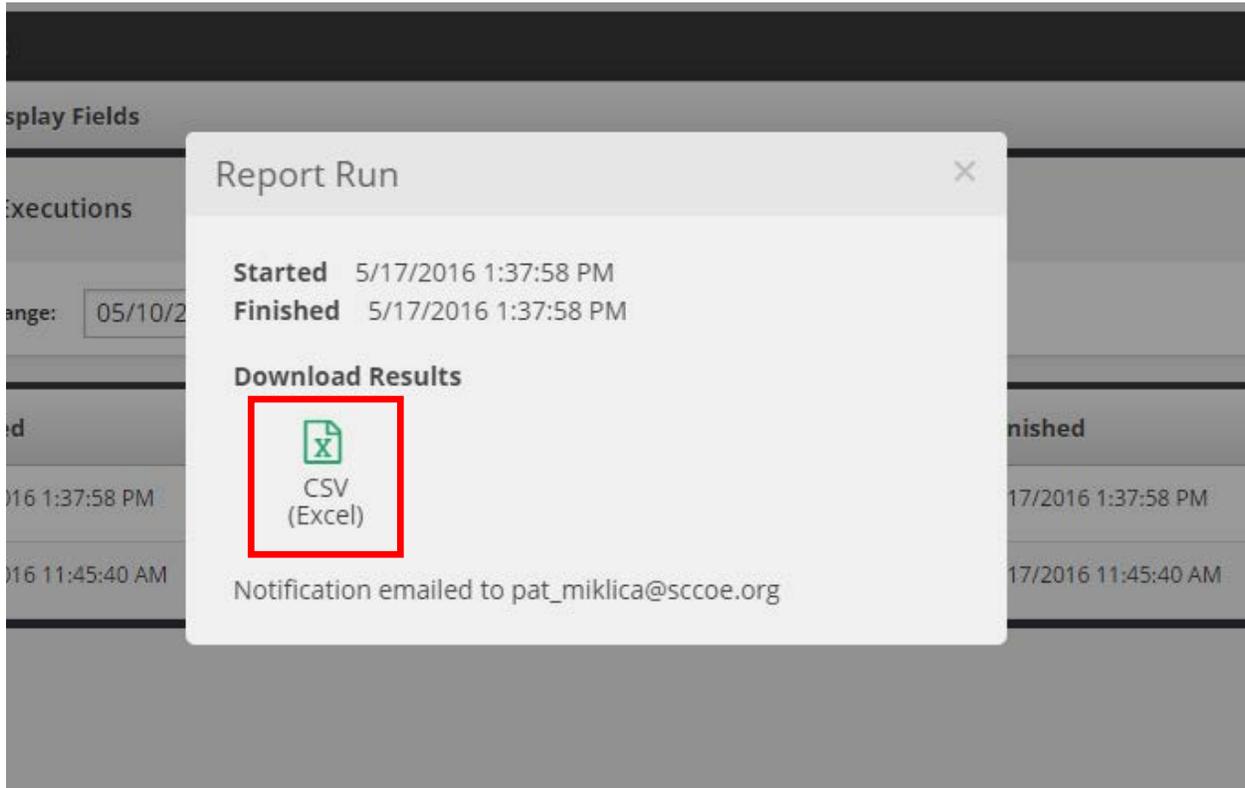
REPORTwriter Execute Report

Monthly Attendance for Payroll
Template ID: 0

<p>Output Types</p> <ul style="list-style-type: none"> <input type="checkbox"/> HTML <input checked="" type="checkbox"/> Excel Compatible (csv) <input type="checkbox"/> Delimited Text Delimiter: Tab <input type="checkbox"/> Fixed Length Text 	<p>Schedule:</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> I want to run the report right away. <input type="radio"/> Let me know when the report is ready
<p>Delivery Options</p> <p>Email address: pat_miklica@scooe.org</p> <p>Static File Name:</p> <p>Attach results to email: <input type="checkbox"/></p> <p>Deliver to FTP Server: <input type="checkbox"/></p>	<p>Report Options</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exclude Header Row <input type="checkbox"/> Mark as Extracted

Run Cancel

The box shown below will pop up, click the *CSV (Excel)* icon to download the spreadsheet to your computer:



Step 02: Edit the Downloaded Spreadsheet in Excel. You are now ready to make a few edits to the spreadsheet.

Delete the **rows** with no values in the *Employee (column C)* and *Employee First Name (column D)* columns (these will be at the top of the spreadsheet and represent vacancies where there was no employee absence):

District N\ Group Code	Employee ID #	Employee First Name	Employee Last Name	Work Location Number	Work Location Description	Leave Code	Time Taken	Start Date	End Date	Notes	Blank	Bargaining Unit
90			Administrative Assistant	_root	Santa Clara County Office of Education	VP	9	5/4/2016	5/4/2016			
90			Paraeducator-Alternative Education	4560	Blue Ridge Ranch	EL	9	5/2/2016	5/2/2016			
90			Paraeducator-Special Education	_root	Santa Clara County Office of Education	VP	7	4/27/2016	4/27/2016			
90			Paraeducator-Special Education	6592	Monticello	VP	8	4/29/2016	4/29/2016			
90			Paraeducator-Special Education	6630	Orchard Elementary	EL	6	5/9/2016	5/9/2016			
90			Paraeducator-Special Education	Alum Rock	Alum Rock Union School District	EL	6	5/9/2016	5/9/2016			
90			Teacher Assistant II	_root	Santa Clara County Office of Education	EL	7	4/27/2016	4/27/2016			
90			Teacher Assistant II	5350	H/S Lyndale	EL	7	4/28/2016	4/28/2016			
90			Teacher-Special Education	6060	Brachman High School	VE	8	4/29/2016	4/29/2016			
11	90 AE	90003	MEBRAT	ABDELKADIR	6100	Buchser Middle School	JD	9	4/27/2016	4/27/2016		7
12	90 AE	900017	ADEWUSI	ADEWUSI	6220	Del Mar High School	PN	7	5/6/2016	5/6/2016		7
13	90 AS	901963	YOLANDA	QUINONES	4670	Odyssey Community School	BE	6.5	4/28/2016	4/28/2016		5
14	90 AS	901963	YOLANDA	QUINONES	4670	Odyssey Community School	BE	6.5	4/29/2016	4/29/2016		5
15	90 PN	90015	VOS ANNA	QUINONES	1511	PDA Substitutes/Elm...	CC	5	4/26/2016	4/26/2016		4

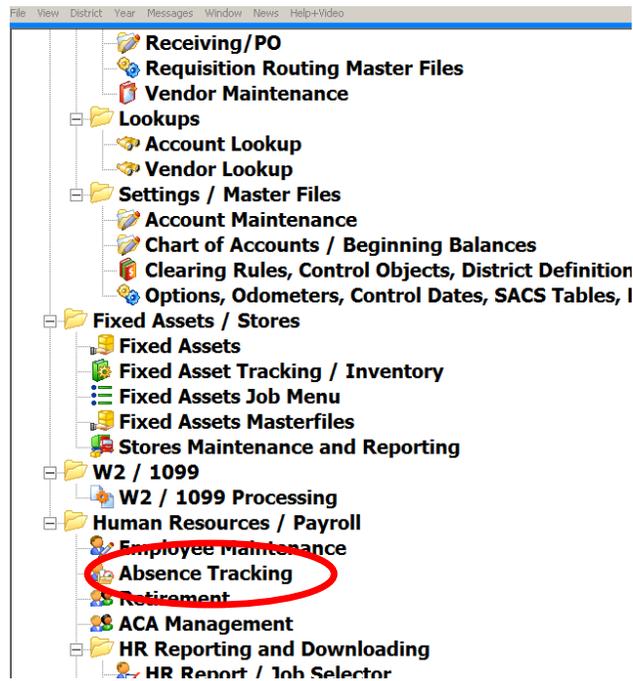
You will then need to delete the *Group Code (column B)*, *First Name (column D)*, *Last Name (column E)*, *Work Location Number (column F)*, and *Work Location Description (column G)* columns, as well as any columns to the right of the Start Date column (columns K-N):

District Number	Group Code	Employee ID #	Employee First Name	Employee Last Name	Work Location Number	Work Location Description	Employee Code/Time Taker	Start Date	End Date	Notes	Blank	Bargaining Unit
90	AE	900003	MEBRAT	ABDELKADIR	6100	Buchser Middle School	JD	9	4/27/2016	1/27/2016		7
90	AE	900017	ADENIKE	ADEWUSI	6220	Del Mar High School	PN	7	5/6/2016	5/6/2016		7
90	AS	901963	YOLANDA	QUINONES	4670	Odyssey Community School	BE	6.5	4/28/2016	1/29/2016		5
90	AS	901963	YOLANDA	QUINONES	4670	Odyssey Community School	BE	6.5	4/29/2016	1/29/2016		5
90	CO	900915	YOLANDA	GÓMEZ	1211	CPS Substitutes Fingerprints	SS	3	4/26/2016	1/29/2016		5
90	CO	900915	YOLANDA	GÓMEZ	1211	CPS Substitutes Fingerprints	VA	8.5	4/28/2016	1/28/2016		5
90	CO	905445	MICHELLEAYE	ANGELES	1211	CPS Substitutes Fingerprints	VA	9	5/4/2016	5/4/2016		5
90	EM	900739	MILDRED	FAJARDO	6950	Wool Creek Pre-School 5p5d	SS	9	4/29/2016	1/29/2016		7
90	EM	900829	MARIA	GAMBOA	6020	August Boeger MS	AL	9	4/27/2016	1/27/2016		7
90	EM	901480	RONALD	MALONEY	6920	Willow Glen Middle School	AL	9	5/11/2016	1/11/2016		8
90	EM	901481	MARLOU	MANALANG	6220	Del Mar High School	SS	7	4/26/2016	1/26/2016		8
90	HS	904738	VICKI	TAFOLA	5375	H/S McKinley	SD	6	5/6/2016	5/6/2016	Attending Training	8
90	MS	900798	YVONNE	PADILLA	6030	Baldwin Elementary	SF	6.5	5/9/2016	5/9/2016		7
90	MS	900798	YVONNE	PADILLA	6030	Baldwin Elementary	SF	6.5	5/10/2016	1/10/2016		7
90	MS	900798	YVONNE	PADILLA	6030	Baldwin Elementary	SF	6.5	5/11/2016	1/11/2016		7
90	MS	901749	ROMILEE	NICER	6620	Norwood Creek	PN	6	5/3/2016	5/3/2016		7
90	MS	902078	PETER	RODRIGUEZ	6055	Blossom Hill Elementary	SS	7	4/26/2016	1/28/2016		7
90	PK	904688	MERCEDIS	SANCHEZ	5900	Parkway - State Prechools	SF	9	4/28/2016	1/28/2016		7
90	SZ	902344	HENG	TAINA	6160	Chandler Tripp	SS	6	5/6/2016	5/6/2016		7
90	SZ	902362	ARCELIA	TEJEDA	6160	Chandler Tripp	BE	9	5/9/2016	5/9/2016		5

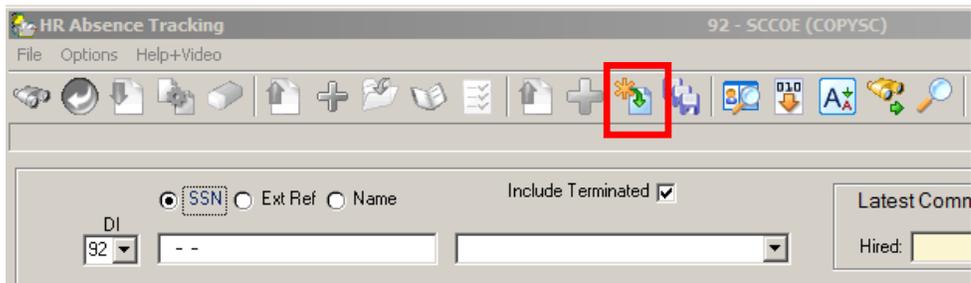
After you complete these edits, your spreadsheet should appear as shown below. Save the spreadsheet to your computer as a csv file.

	A	B	C	D	E	F
1	DI	Employee	RC	Units	Start Date	
2	90	900003	JD	9	4/27/2016	
3	90	900017	PN	7	5/6/2016	
4	90	901963	BE	6.5	4/28/2016	
5	90	901963	BE	6.5	4/29/2016	
6	90	900915	SS	3	4/26/2016	
7	90	900915	VA	8.5	4/28/2016	
8	90	905445	VA	9	5/4/2016	
9	90	900739	SS	9	4/29/2016	
10	90	900829	AL	9	4/27/2016	
11	90	901480	AL	9	5/11/2016	
12	90	901481	SS	7	4/26/2016	
13	90	904738	SD	6	5/6/2016	
14	90	900798	SF	6.5	5/9/2016	

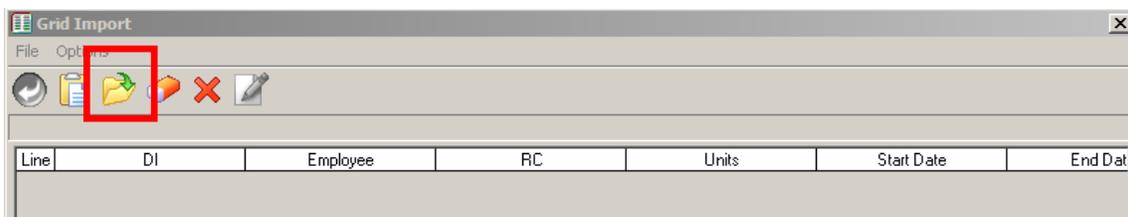
Step 03: Import the Edited Excel Spreadsheet into QCC Absence Tracking. Start QCC and then start the *Absence Tracking* module in the *Human Resources* folder, as shown below:



The *HR Absence Tracking* screen will display. In the toolbar, select the *Import Absences* icon.

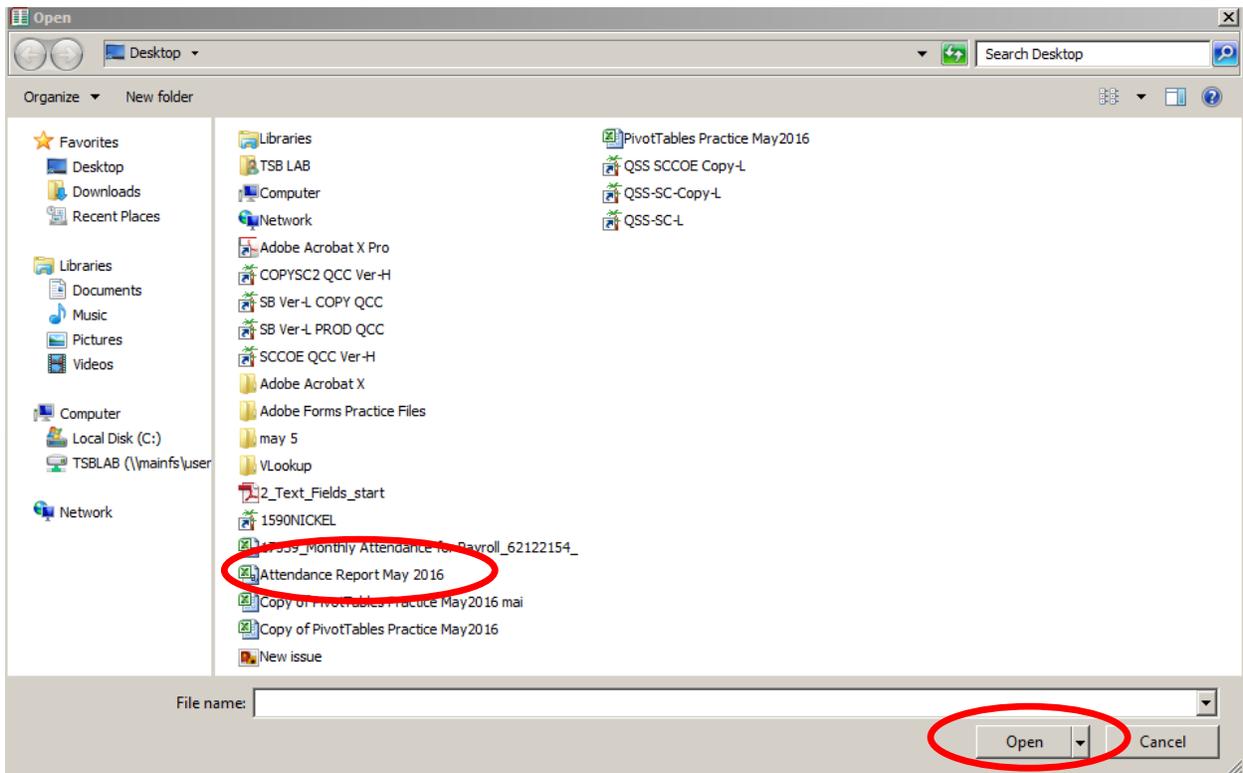


The *Grid Import* screen will display. Select the *Import from File* icon.

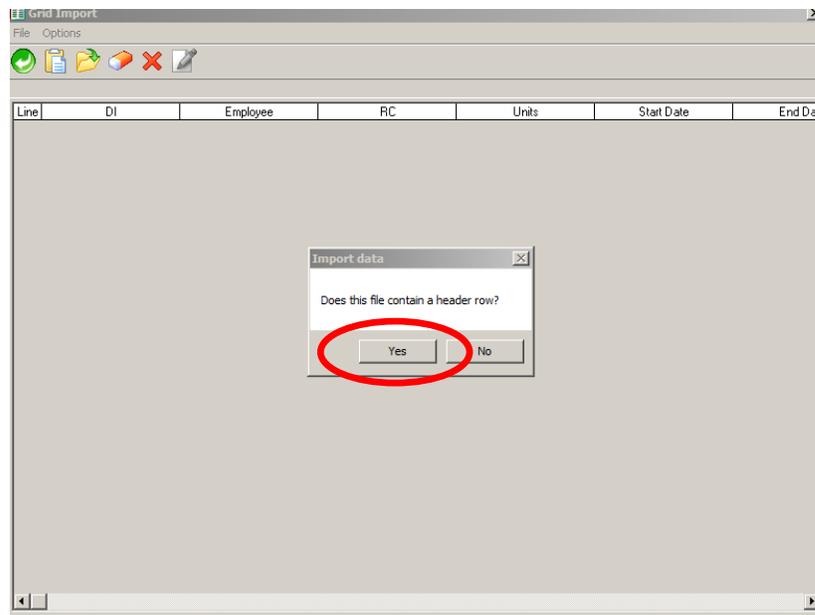


Select your saved Excel file.

Click the *Open* button.

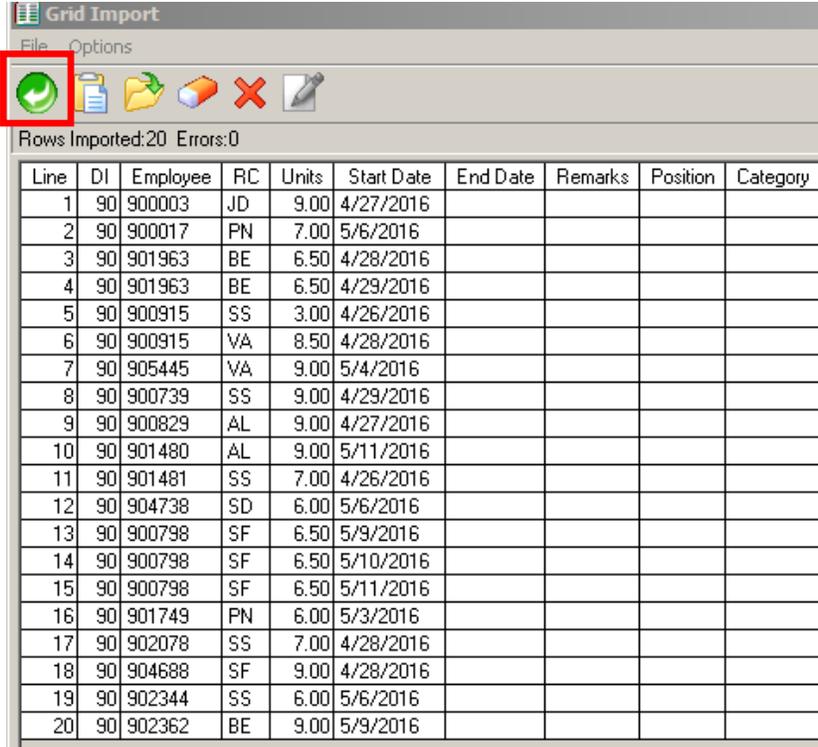


A window will pop up asking if the file contains a Header Row, click Yes.

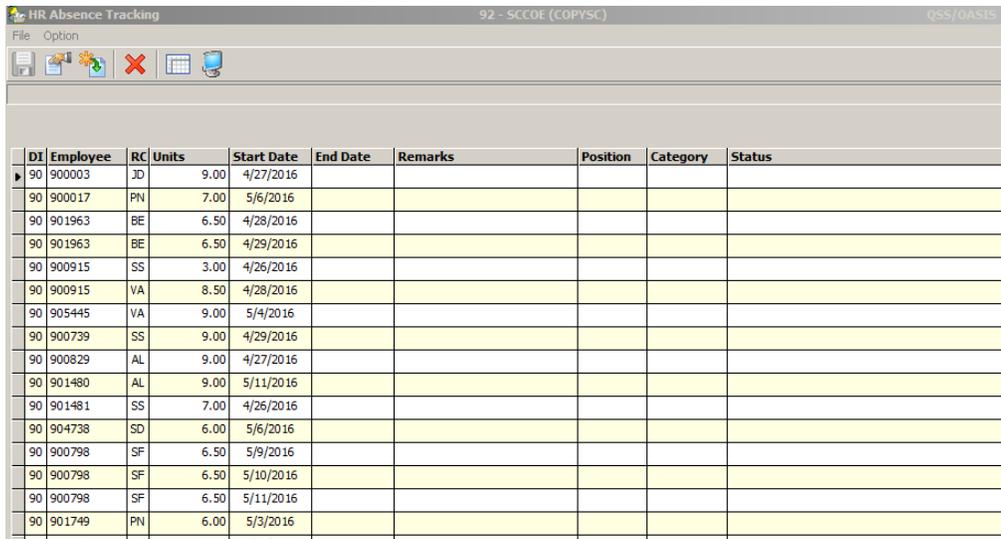


The file will upload into the *Grid Import* window. If the file is correct, the upload should look like the photo below.

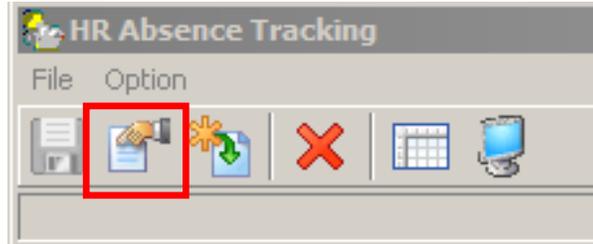
Now, select the *Return Data* icon.



The *HR Absence Tracking* window now displays the downloaded spreadsheet data.



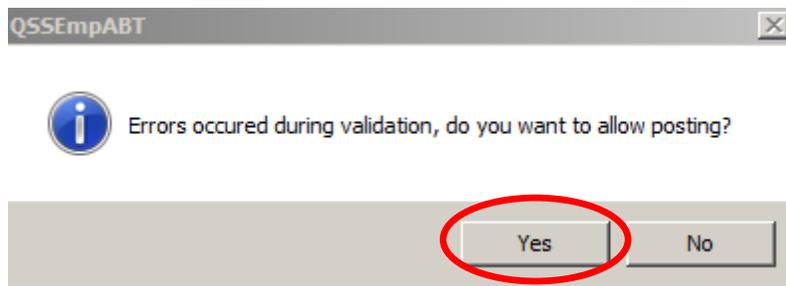
Before HR Absence Tracking allows the data to be directly imported into the system, it requires that the user verify the date first. Look at the HR Absence Tracking toolbar and click the *Verify* icon. This initiates the validation cycle of the imported data. Any errors that are found will be reported under the Status heading. Those records in error must be corrected before the imported data is saved in the HR Absence Tracking master files.



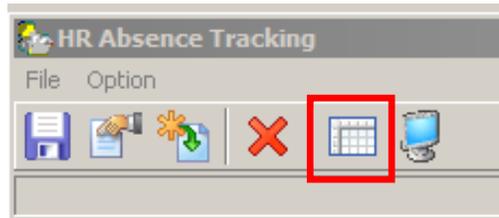
A sample validation report is shown below:

DI	Employee	RC	Units	Start Date	End Date	Remarks	Position	Category	Status
90	900003	JD	9.00	04/27/2016	04/27/2016				Verified
90	900017	PN	7.00	05/06/2016	05/06/2016				ERROR: Transaction will cause negative balance in bucket 4. Not allow
90	901963	BE	6.50	04/28/2016	04/28/2016				Verified
90	901963	BE	6.50	04/29/2016	04/29/2016				Verified
90	900915	SS	3.00	04/26/2016	04/26/2016				Verified
90	900915	VA	8.50	04/28/2016	04/28/2016				Verified
90	905445	VA	9.00	05/04/2016	05/04/2016				WARNING: Absence already on file for dates entered
90	900739	SS	9.00	04/29/2016	04/29/2016				Verified
90	900829	AL	9.00	04/27/2016	04/27/2016				WARNING: Absence already on file for dates entered
90	901480	AL	9.00	05/11/2016	05/11/2016				WARNING: Units not reasonable for dates entered
90	901481	SS	7.00	04/26/2016	04/26/2016				ERROR: Transaction will cause negative balance in bucket 2. Not allow
90	904738	SD	6.00	05/06/2016	05/06/2016				Verified
90	900798	SF	6.50	05/09/2016	05/09/2016				ERROR: Transaction will cause negative balance in bucket 2. Not allow
90	900798	SF	6.50	05/10/2016	05/10/2016				ERROR: Transaction will cause negative balance in bucket 2. Not allow
90	900798	SF	6.50	05/11/2016	05/11/2016				ERROR: Transaction will cause negative balance in bucket 2. Not allow
90	901749	PN	6.00	05/03/2016	05/03/2016				Verified

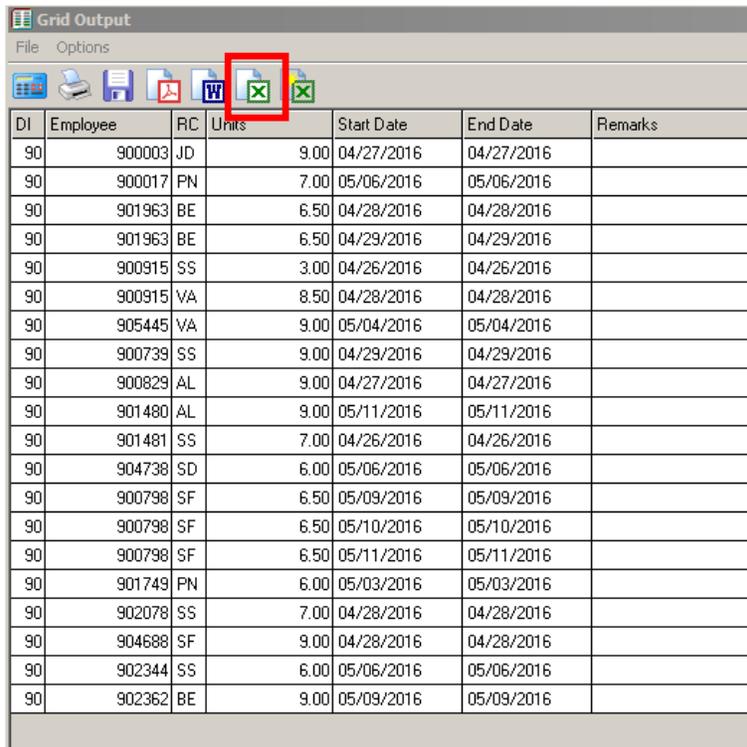
As soon as the verification phase ends, a pop-up window will display. Click the Yes button. Even if you have “bad” records, you still have a chance to reject them later on. For ease of editing, this Status listing above can be downloaded to Excel and used as a reference when making corrections.



To download to Excel, click the *Grid Import* icon, shown below:

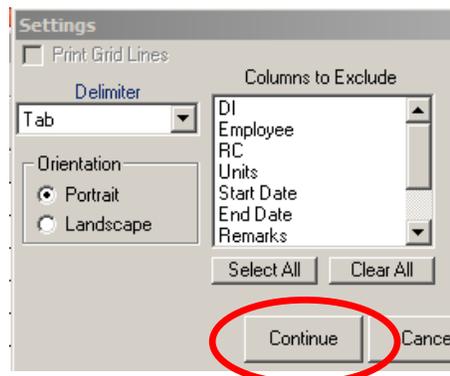


A Grid Output window then displays. Click on the “non-sunny” Excel icon.



DI	Employee	RC	Units	Start Date	End Date	Remarks
90	900003	JD	9.00	04/27/2016	04/27/2016	
90	900017	PN	7.00	05/06/2016	05/06/2016	
90	901963	BE	6.50	04/28/2016	04/28/2016	
90	901963	BE	6.50	04/29/2016	04/29/2016	
90	900915	SS	3.00	04/26/2016	04/26/2016	
90	900915	VA	8.50	04/28/2016	04/28/2016	
90	905445	VA	9.00	05/04/2016	05/04/2016	
90	900739	SS	9.00	04/29/2016	04/29/2016	
90	900829	AL	9.00	04/27/2016	04/27/2016	
90	901480	AL	9.00	05/11/2016	05/11/2016	
90	901481	SS	7.00	04/26/2016	04/26/2016	
90	904738	SD	6.00	05/06/2016	05/06/2016	
90	900798	SF	6.50	05/09/2016	05/09/2016	
90	900798	SF	6.50	05/10/2016	05/10/2016	
90	900798	SF	6.50	05/11/2016	05/11/2016	
90	901749	PN	6.00	05/03/2016	05/03/2016	
90	902078	SS	7.00	04/28/2016	04/28/2016	
90	904688	SF	9.00	04/28/2016	04/28/2016	
90	902344	SS	6.00	05/06/2016	05/06/2016	
90	902362	BE	9.00	05/09/2016	05/09/2016	

The Settings window then displays. Click the *continue* button.



The Excel spreadsheet then displays.

DI	Employee	RC	Units	Start Date	End Date	Remarks	Position	Category	Status
90	900003	JD	9.00	4/27/2016	4/27/2016				Verified
90	900017	PN	7.00	5/6/2016	5/6/2016				ERROR: Transaction will cause negative balance in bucket 4. Not allowed
90	901963	BE	6.50	4/28/2016	4/28/2016				Verified
90	901963	BE	6.50	4/29/2016	4/29/2016				Verified
90	900915	SS	3.00	4/26/2016	4/26/2016				Verified
90	900915	VA	8.50	4/28/2016	4/28/2016				Verified
90	905445	VA	9.00	5/4/2016	5/4/2016				WARNING: Absence already on file for dates entered
90	900739	SS	9.00	4/29/2016	4/29/2016				Verified
90	900829	AL	9.00	4/27/2016	4/27/2016				WARNING: Absence already on file for dates entered
90	901480	AL	9.00	5/11/2016	5/11/2016				WARNING: Units not reasonable for dates entered
90	901481	SS	7.00	4/26/2016	4/26/2016				ERROR: Transaction will cause negative balance in bucket 2. Not allowed
90	904738	SD	6.00	5/6/2016	5/6/2016				Verified
90	900798	SF	6.50	5/9/2016	5/9/2016				ERROR: Transaction will cause negative balance in bucket 2. Not allowed
90	900798	SF	6.50	5/10/2016	5/10/2016				ERROR: Transaction will cause negative balance in bucket 2. Not allowed
90	900798	SF	6.50	5/11/2016	5/11/2016				ERROR: Transaction will cause negative balance in bucket 2. Not allowed
90	901749	PN	6.00	5/3/2016	5/3/2016				Verified
90	902078	SS	7.00	4/28/2016	4/28/2016				Verified
90	904688	SF	9.00	4/28/2016	4/28/2016				Verified
90	902344	SS	6.00	5/6/2016	5/6/2016				ERROR: Transaction will cause negative balance in bucket 2. Not allowed
90	902362	BE	9.00	5/9/2016	5/9/2016				Verified

Make the changes to employees as necessary, and then repeat Step 02 (which starts on page 4). Save your changes as a csv file. If all goes well, you will only have *Verified* as the status code for all the records after the Verification phase ends. Only at this point, should you click the Save icon, which is now active.

DI	Employee	RC	Units	Start Date	End Date	Remarks	Position	Category	Status
90	900003	JD	9.00	04/27/2016	04/27/2016				Verified
90	901963	BE	6.50	04/28/2016	04/28/2016				Verified
90	901963	BE	6.50	04/29/2016	04/29/2016				Verified
90	900739	SS	9.00	04/29/2016	04/29/2016				Verified
90	904738	SD	6.00	05/06/2016	05/06/2016				Verified
90	901749	PN	6.00	05/03/2016	05/03/2016				Verified
90	902078	SS	7.00	04/28/2016	04/28/2016				Verified
90	904688	SF	9.00	04/28/2016	04/28/2016				Verified
90	902362	BE	9.00	05/09/2016	05/09/2016				Verified

When the save icon is selected, you will be presented with the *Record Update* window. Because all records are verified, select the *Verified* button in the Record Update window to complete the import process.



The import window then displays the “Posted” message for your successfully uploaded records:

HR Absence Tracking 90 - SCCOE (COPYSC)

File Option

Save Successful.

DI	Employee	RC	Units	Start Date	End Date	Remarks	Position	Category	Status
90	900003	JD	9.00	04/27/2016	04/27/2016				Posted
90	901963	BE	6.50	04/28/2016	04/28/2016				Posted
90	901963	BE	6.50	04/29/2016	04/29/2016				Posted
90	900739	SS	9.00	04/29/2016	04/29/2016				Posted
90	904738	SD	6.00	05/06/2016	05/06/2016				Posted
90	901749	PN	6.00	05/03/2016	05/03/2016				Posted
90	902078	SS	7.00	04/28/2016	04/28/2016				Posted
90	904688	SF	9.00	04/28/2016	04/28/2016				Posted
90	902362	BE	9.00	05/09/2016	05/09/2016				Posted