Attendance Summary Report for Worked Hours and Absences
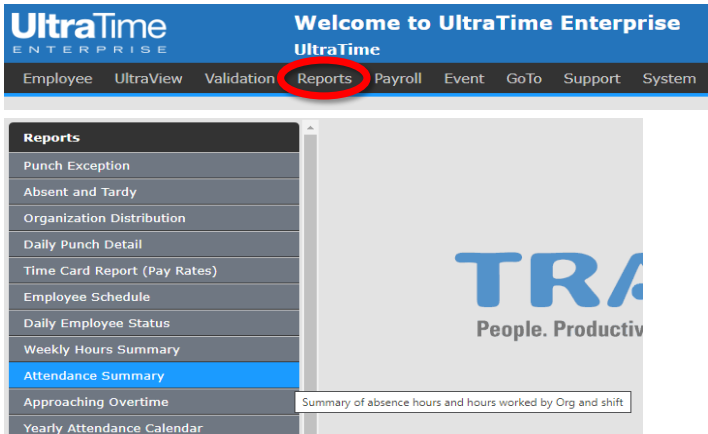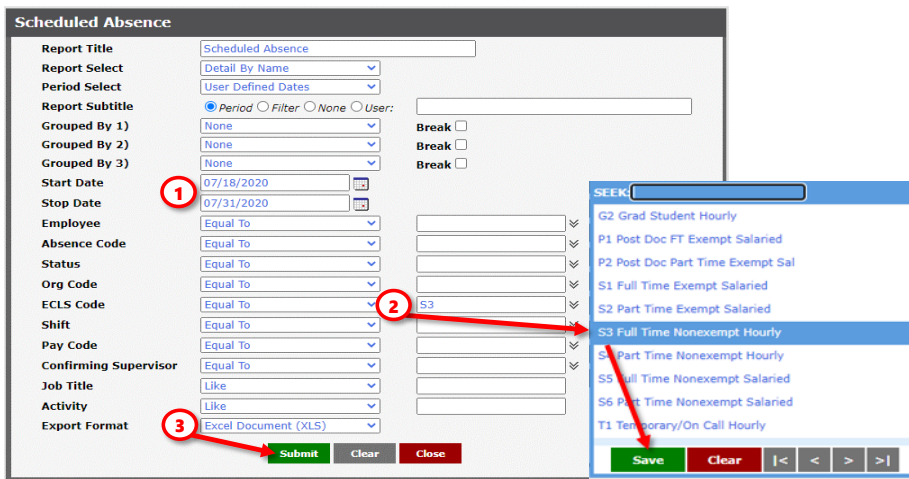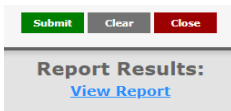
1. Go to the **Reports Menu** on the top menu and select the **Attendance Summary** report.

2. Enter 1) the **Start** and **Stop Date** for the pay period, 2) the **ECLS (E-class) Code** for the employees you want to review, and 3) if you would like to **export this to Excel**, you can select that under **Export Format**.

3. Click Submit and then **View Report** on the bottom of the page.

4. This will give a report of all the **worked hours** and **approved absences** for the time period that you selected. *NOTE:* This report does not include any **pending absences** that need to be approved. You can see these on the **Scheduled Absence** report. When looking at an S3 Full Time Employee, you should expect to see somewhere around 64 - 80 hours for the pay period, depending on their schedule.

University of Notre Dame

Attendance Summary by Name

From 7/18/2020 To 7/31/2020

Name	NDID	Hire	Work Count	Work Hours	Abs Count	Abs Hours	Total Count	Total Hours
Allen, Troy	902000001	9/6/2018	9	62.62	9	17.38	18	80
Baldwin, Chris	902100002	1/17/2019	10	71.39	9	8.61	19	80
Chandler, Kevin	900500003	9/9/1996	10	74.5	5	5.5	15	80
Douglas, Thomas	901800004	4/17/2014	10	70.47	9	9.53	19	80
Johnson, Tyrone	900400005	8/29/2005	11	74.39	5	5.64	16	80.03
Lewis, Eric	900600007	9/4/2006	0	0	10	80	10	80
McEntire, Melody	901500008	1/15/2001	9	64.95	9	15.05	18	80
Morris, Daniel	900300009	3/24/1996	10	67.2	8	12.8	18	80
Naz, Shira	901400010	2/19/2005	10	72.1	6	7.9	16	80
Peterson, Phillip	901600011	8/31/2011	10	74.36	7	5.64	17	80
Ramirez, Felicia	901800012	7/24/2016	0	0	10	80	10	80
Robertson, Joseph	901420013	6/19/2005	10	71.44	9	8.56	19	80
Samson, Nichole	901900014	1/19/2018	10	73.15	7	6.85	17	80
Stratford, Andrew	901900015	8/11/2016	10	62.82	10	17.18	20	80
Wiseman, Lindsey	901800016	8/29/2014	6	42.61	6	37.39	12	80
Woolverton, Stella	900500017	7/9/1999	6	38.03	10	41.97	16	80
Report Totals:			131	920.03	129	360	260	1280.03

5. One other thing to note is that this report does NOT show you employees that do not have anything entered for the pay period. You can either look in UltraView to see employees that do not have any time or absences entered, or you can run a list of all employees for the org to cross reference with the **Employee Position with NDID** report.

If you have any questions or need help troubleshooting an issue with this report, please contact ultratime@nd.edu .