

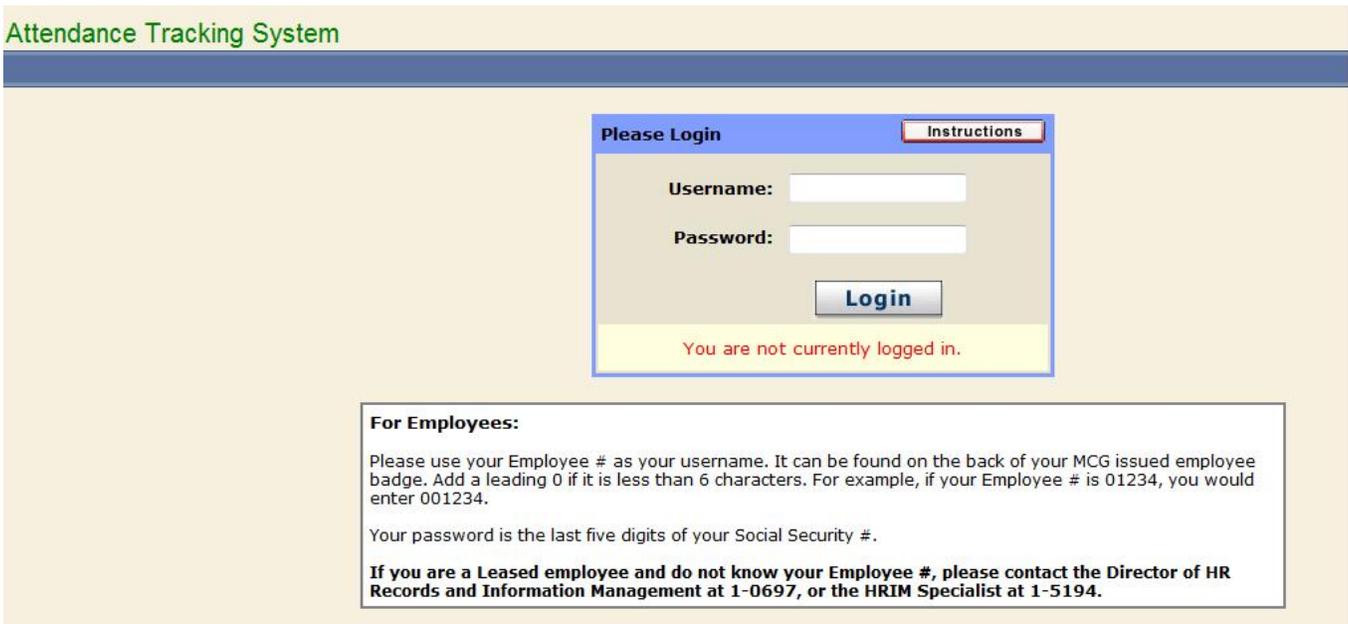
HR Attendance Tracking Training

To login to the Attendance Tracking System:

Step 1: Navigate <https://hi.gru.edu/tracking/>

Before logging in, click on instructions to view the instructions for the system.

Attendance Tracking System



Please Login [Instructions](#)

Username:

Password:

[Login](#)

You are not currently logged in.

For Employees:

Please use your Employee # as your username. It can be found on the back of your MCG issued employee badge. Add a leading 0 if it is less than 6 characters. For example, if your Employee # is 01234, you would enter 001234.

Your password is the last five digits of your Social Security #.

If you are a Leased employee and do not know your Employee #, please contact the Director of HR Records and Information Management at 1-0697, or the HRIM Specialist at 1-5194.

OCCURRENCE TAB

Employees within your cost center (s) should be listed under the **Occurrence** tab on the main page. Please review the employee list to verify all staff within your cost center (s) is listed. If you do not see all of your employees, please contact the Director of HR Records and Information Management at (706) 721-0697.

TO ENTER AN EVENT

A period of related, consecutive unscheduled absences, up to four scheduled days.

To enter an occurrence, select the 'employee's name' located on the left side of the screen. The employee's name will appear in red on the right side of the screen. Enter the date of the occurrence, reason given, and start and end times of shift (if applicable). A list of codes, definitions, and occurrences are located at the bottom of the page for your use. To enter multiple occurrences for an employee, please select the employee's name each time you add an occurrence.

TO EDIT INFORMATION

Changes can be made **up to three weeks** after the data has been entered into the system. Review each occurrence entered into the database for errors, and make edits as needed.

TO VIEW EMPLOYEE INFORMATION

Click on the **View** tab to review employee information. The **View** tab will list each employee, FTE status, total occurrences accumulated, cost center and whether or not the employee has reached one of the progressive disciplinary stages. The **View** tab also serves as a reporting mechanism for your cost centers.

TO PRINT EMPLOYEE SCREEN SHOTS

An option is located on the top of the screen to print screen shots. Click on **Printer Friendly Version** to print employee screen shots.

TO REDUCE AN OCCURRENCE IN HALF

Click on the **View** tab to review employee information. Click "**edit**" beside the employee's last occurrence. Click on "**Reduce Occurrence in Half**" and click on "**submit**". A screen will pop up that asks "**are you sure that you want to reduce occurrence in half for this occurrence**". Click "**OK**" or "**Cancel**" to proceed. After you have applied the incentive, you will see a star by the occurrence and the reduction.

TO ISSUE COACHING OR COUNSELING

Georgia Regents Medical Center Attendance Tracking System has automatic reminders and will display "**Issue a Verbal Coaching**", "**Issue a Written Counseling**", "**Issue a Final Written Counseling**", or "**Discharge Employee**" next to each employee's name, once the employee reaches the cumulative number of occurrences designated for the employee's FTE. As you issue coaching, click on the "**Issue a Verbal Coaching**" tab to enter the date for the respective Coaching Memo. As you issue counseling, click on the "**Issue a Written Counseling**" or "**Issue a Final Written Counseling**" tab to enter the date for the respective Written Counseling (Performance Improvement Plan) or Final Written Counseling (Performance Improvement Plan).

Note: If the employee has accumulated enough occurrences to reach a Final Written Counseling (Performance Improvement Plan) and/or discharge but has not received an initial Written Counseling (Performance Improvement Plan) for attendance (within the last 12 months), you will need to begin with issuing an initial Written Counseling (Performance Improvement Plan) at the current level of occurrences. Although an employee may have reached enough occurrences to receive a Final Written Counseling (Performance Improvement Plan) or Discharge Summary, the provisions regarding progressive discipline must be followed.

Step 2: Enter your username and password as defined on the main login screen.

For Employees:

Please use your Employee # as your username. It can be found on the back of your MCG issued employee badge. Add a leading 0 if it is less than 6 characters. For example, if your Employee # is 01234, you would enter 001234.

Your password is the last five digits of your Social Security #.

For Managers: If you do not know your login information, please contact the Director of HR Records and Information Management at 1-0697, or the HRIM Specialist at 1-5194.

Attendance Tracking System

Please Login[Instructions](#)

Username:

Password:

You are not currently logged in.

For Employees:

Please use your Employee # as your username. It can be found on the back of your MCG issued employee badge. Add a leading 0 if it is less than 6 characters. For example, if your Employee # is 01234, you would enter 001234.

Your password is the last five digits of your Social Security #.

If you are a Leased employee and do not know your Employee #, please contact the Director of HR Records and Information Management at 1-0697, or the HRIM Specialist at 1-5194.

Step 3: On the "Occurrence" tab, you will be able to view all employees that report to you. If you have an employee that is not on the list, please contact the HR Information Management department at 1-0697 or 1-5194.

When adding an occurrence - select the employee, occurrence date, tracking code, and add comments, then click on submit. General reason needs to be added to comments section – employee sick, child sick, transportation problem, etc.

Attendance Tracking SystemOccurrence View

Log Off | InstructionsMonday, June 21, 2010 8:55:43 AM

Select a name

- TEST, EMPLOYEE1
- TEST, EMPLOYEE2

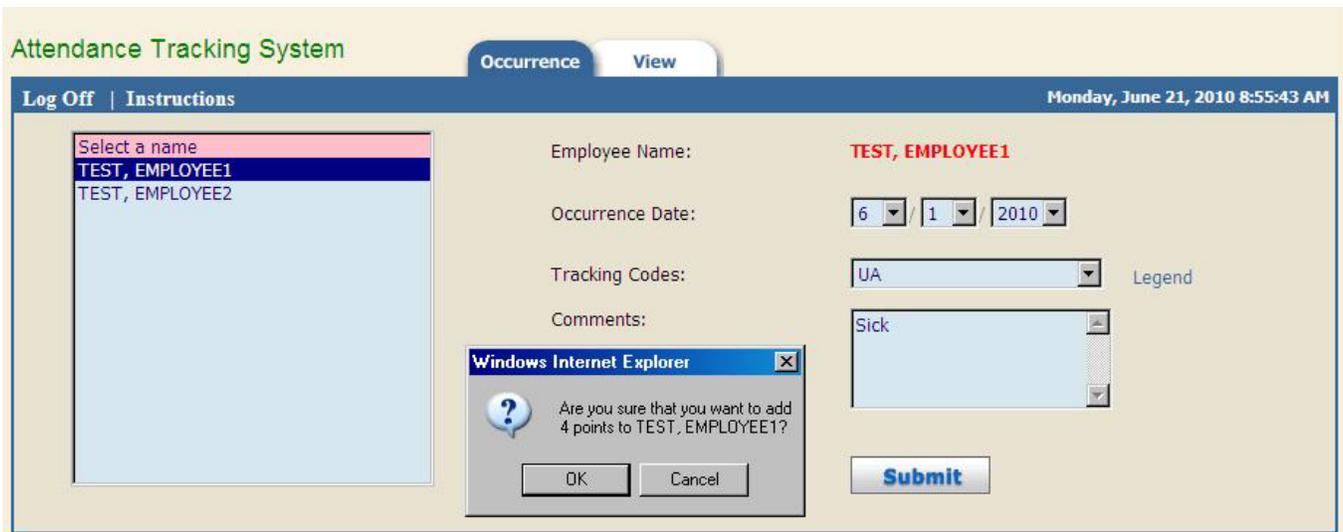
Employee Name: **TEST, EMPLOYEE1**

Occurrence Date: / /

Tracking Codes: Legend

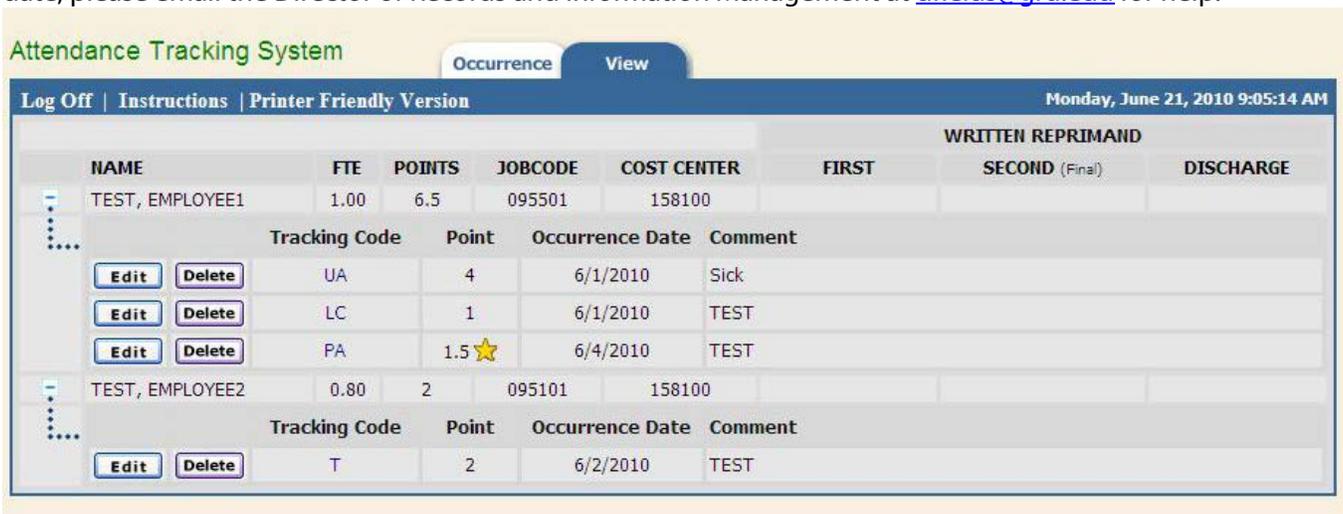
Comments:

Step 4: After clicking on submit, a screen will pop up verifying your choice. Click on "OK".



Step 5: After assigning points, you can click on the “View” tab to see the history. To expand the employee information, click on the plus sign (+) beside the employee name.

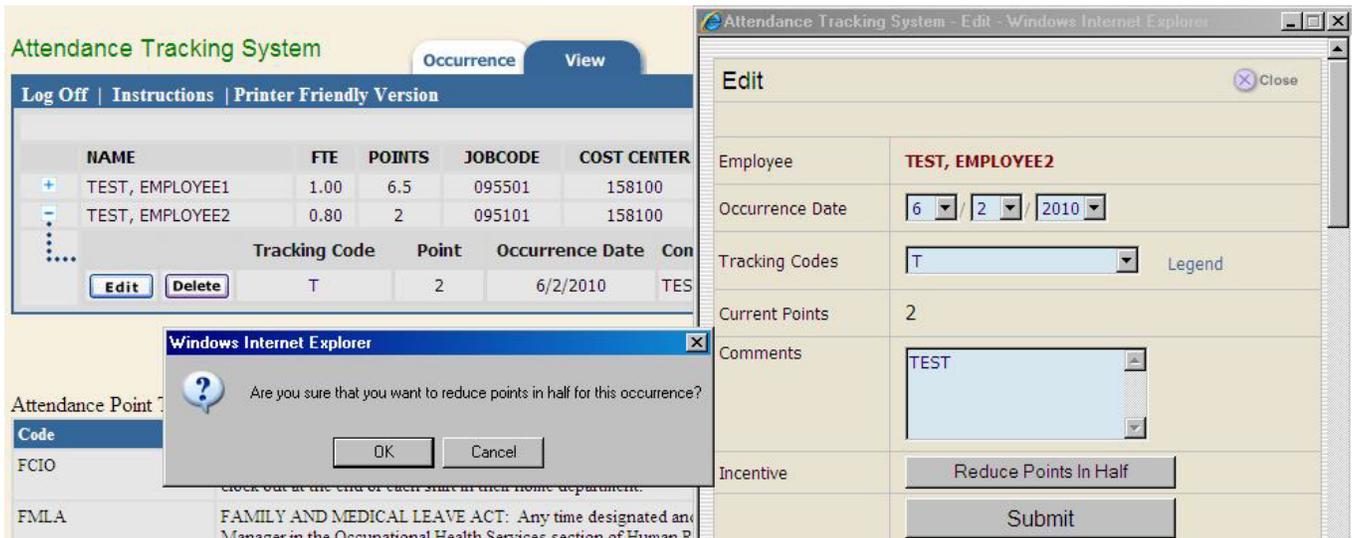
If you need to edit an occurrence, you can click on the edit button. If you have entered an occurrence by mistake, you can click on the delete button. If you are outside the timeframe of three weeks of the occurrence date, please email the Director of Records and Information Management at dfields@gru.edu for help.



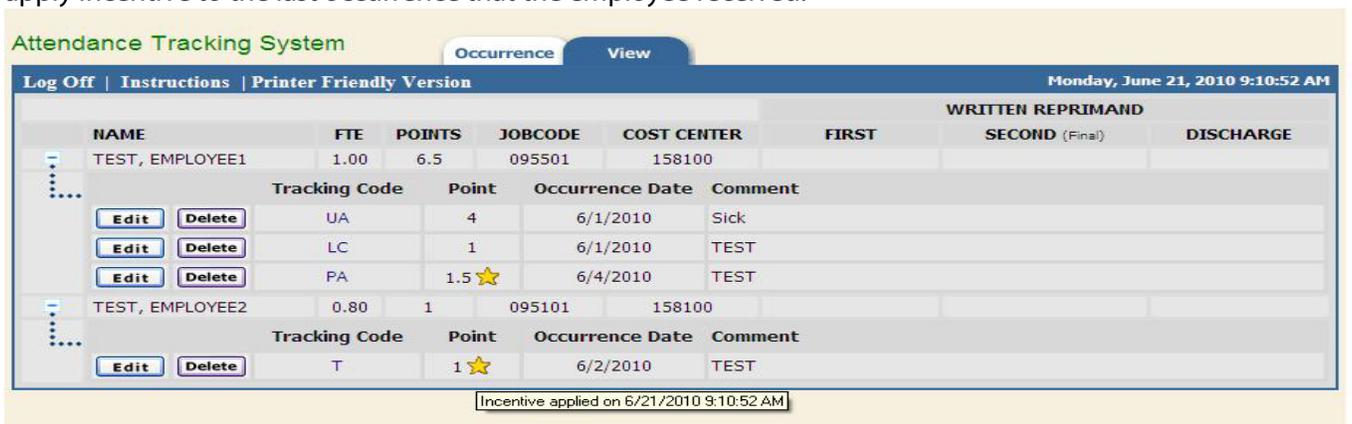
Step 6: To reduce points in half for an employee working an additional shift due to a staffing shortage, please click on “edit” of the last occurrence. Click on “Reduce Points in Half” and then “submit”.



Step 7: A screen will pop up that asks if you are sure that you want to reduce points in half for this occurrence. Click "OK" or "Cancel" to proceed.



Step 8: After you have applied the incentive, you will see a star by the occurrence and the reduction in points. If you put your mouse on the star, a text message will pop up stating the Incentive was applied. You can only apply incentive to the last occurrence that the employee received.



Step 9: To print the information from the "View" tab, click on "Printer Friendly Version".

Attendance Tracking System

Log Off | Instructions | **Printer Friendly Version** | Occurrence | View

	NAME	FTE	POINTS	JOB CODE	COST CENTER
+	TEST, EMPLOYEE1	1.00	6.5	095501	158100
+	TEST, EMPLOYEE2	0.80	3	095101	158100

Attendance Tracking Definitions:

MCG Health, Inc.'s Attendance Tracking System Codes Updated July 2011

Code	Definitions	Occurrences
FCIO	FAILURE TO CLOCK IN/OUT: For employees that clock in/out, they are expected to correctly clock in at the beginning of each shift before they begin working and correctly clock out at the end of each shift in their home department. Employees who fail to clock in/out are subject to an assessment of .25 of an occurrence. For employees that clock in/out for lunch, if they fail to do so, they should be assessed .25 of an occurrence.	.25
FMLA	FAMILY AND MEDICAL LEAVE ACT: Any time designated and approved as FMLA by the FMLA/Workers' Compensation Manager in the Occupational Health Services section of Human Resources. Reasons may include (1) birth or adoption of a child, (2) a serious health condition of the employee,(3) serious health condition of the employee's child, spouse, or parent, (4) any "qualifying exigency" arising out of a service member's current tour of active duty because the <i>service member</i> is notified of an impending call to duty in support of a contingency operation, or (5) the employee is a spouse, daughter, son, parent, or nearest blood relative caring for a recovering service member provided the injury occurred while on <i>active duty</i> and renders the service member unable to perform the duties of their office, grade, rank, or rating.	0
LC	LATE CALL: Calling in prior to the start of the shift, but doing so less than one hour before the shift begins; or failure to meet the specific departmental requirement should that be different. (.25 occurrence) This is then added to the 1 occurrence for the absence, for a total of 1.25 occurrences.	.25
LOA	LEAVE OF ABSENCE: At the discretion of the manager, in consultation with Human Resources, a period of time approved, greater than 29 days and up to 12 weeks, which may be extended up to a total of 24 weeks, in which the employee is temporarily unable to perform assigned job duties due to medical, educational or personal reasons.	0
NC/NS-PT/PRN (.21-.49FTE)/(.0-.2FTE)	NO CALL/NO SHOW FOR PART TIME or PRN (.21-.49) or (.1-.2) EMPLOYEE: Failure to report to work or return to work without calling the department manager (or designate) at least one hour prior to the start of the shift; or failure to meet the specific department requirement should it be different, provided the employee was physically or mentally able to do so. (3 occurrences) Note: A no call/no show for one shift will result in a minimum of a final written reprimand. A no call/no show for two consecutive shifts will be considered job abandonment and the employee will be discharged.	3
NC/NS-PTBE (.50-.89FTE)	NO CALL/NO SHOW FOR PART TIME (.50-.89) EMPLOYEE: Failure to report to work or return to work without calling the department manager (or designate) at least one hour prior to the start of the shift; or failure to meet the specific department requirement should it be different, provided the employee was physically or mentally able to do so. (4 occurrences) Note: A no call/no show for one shift will result in a minimum of a final written reprimand. A no call/no show for two consecutive shifts will be considered job abandonment and the employee will be discharged.	4
NC/NS-FTE (.9-1.0FTE)	NO CALL/NO SHOW FOR FULL TIME (.9-1.0) EMPLOYEE: Failure to report to work or return to work without calling the department manager (or designate) at least one hour prior to the start of the shift; or failure to meet the specific department requirement should it be different, provided the employee was physically or mentally able to do so. (6 occurrences) Note: A no call/no show for one shift will result in a minimum of a final written reprimand. A no call/no show for two consecutive shifts will be considered job abandonment and the employee will be discharged.	6

NR	NO REASON GIVEN: Failure to give department manager (or designate) a general reason for call-in. Examples: employee-sick, child-sick, transportation problem, child care issue, overslept, pet issues, etc.) (.25 occurrence) This is then added to the 1 occurrence for the absence, for a total of 1.25 occurrences.	.25
PA	PARTIAL ABSENCE: Reporting to the workstation more than thirty minutes late but less than half the shift late; or leaving work before the scheduled end of the shift; or when the manager or Occupational Health Services, Human Resources sends the employee home due to Work Restrictions policy. (.50 occurrence)	.50
SATO	SCHEDULED/APPROVED TIME OFF: Any time off approved by the employee's department manager (or designate) in accordance with department and MCG Health, Inc. guidelines. A request for scheduled time off must be made at least 24 hours in advance of its intended use. It becomes approved when the employee's department manager (or designate) indicates agreement with the request. Individual departments may, however, have varying requirements that differ from the general MCG Health, Inc. policy. In those cases where a department scheduled time off approval requirement is greater than the 24-hour hospital requirement, the department policy will take precedence.	0
T	TARDY: Reporting to the workstation prepared to work more than five minutes after the scheduled start of the shift. (Note: Reporting more than thirty minutes late is a partial absence.)	.25
UA	UNSCHEDULED ABSENCE: Assuming appropriate call-in, any absence not prescheduled and approved in advance by the employee's department manager (or designate) in accordance with department and MCG Health, Inc. guidelines. (1 occurrence) Should there be a period of related, consecutive unscheduled absences, up to 4 days within seven days from the first occurrence, it will be considered as an event and assessed 1 occurrence. Any unscheduled absence from scheduled training will be considered an unscheduled absence.	1
MIL-USERRA	MILITARY LEAVE-UNIFORMED SERVICES EMPLOYMENT AND RE-EMPLOYMENT RIGHTS ACT: Any time designated and approved as Military Leave by the FMLA/Workers' Compensation Manager in the Occupational Health Services section of Human Resources. Reasons may include an employee who enlists, is inducted, or is recalled to active duty military service, will upon his/her request, be granted Military Leave to cover periods of active duty in the uniformed services.	0
UA-SHPRO	UNSCHEDULED ABSENCE ON A SCHEDULED HOLIDAY OR ON A WORKDAY PREVIOUSLY SCHEDULED OFF, BUT DENIED: Assuming appropriate call-in, any unscheduled absence on a scheduled holiday or on a workday previously requested off, but denied.	2