Staff Attendance in FACTS SIS

Once logged into FACTS please select Staff from the Left Side Menu

Select **Staff**

Select Staff Member
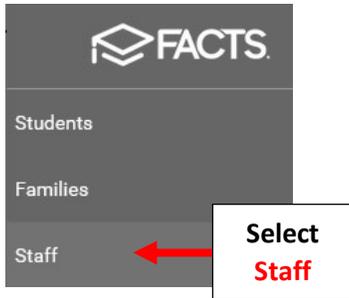
Select Staff Member
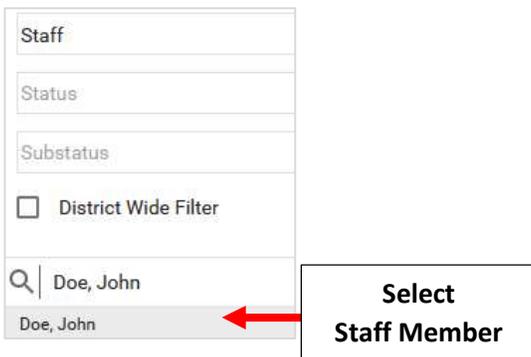
Select Human Resources from Right Side menu

Select Human Resources
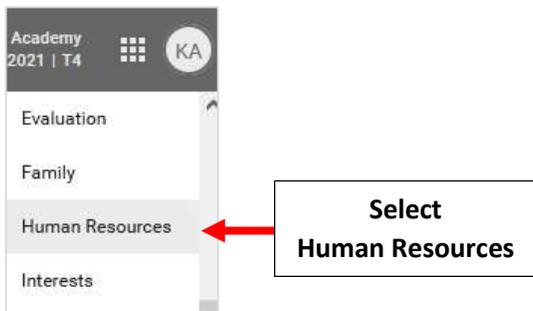
Select Attendance Tab and then Add Attendance

Select Attendance Tab
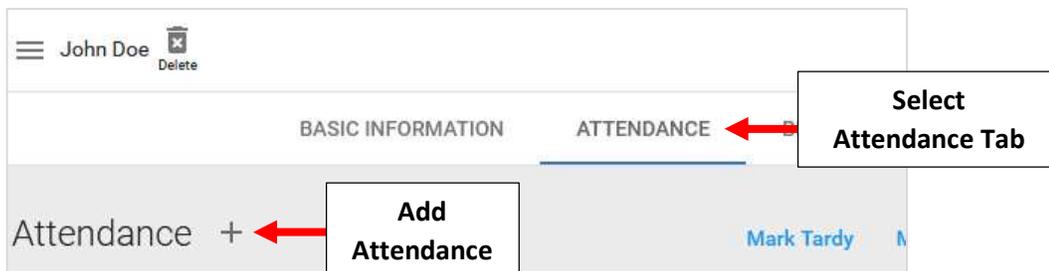
Add Attendance

Select Date from the Date Dropdown.

Add Attendance

Date *
Monday, Sep 13, 2021   ▼

Select Date ◄

Add Comment

Cancel   Save and Close

Select Attendance Code from the Attendance Code Dropdown and enter Comment if needed. Select Save and Close to Save your Changes

Add Attendance

Date *   Attendance Code
Monday, Sep 13, 2021   ▼   A   ▼   ◄ Select Date

Add Comment
Doctor Appointment   ◄ Enter Comment

Cancel   Save and Close   ◄ Select Save and Close to Save

Attendance will appear in dashboard. Select Pencil to Edit Attendance

☰ John Doe 🗑 Delete   Reports

BASIC INFORMATION   ATTENDANCE   BEHAVIOR   SALARY

Attendance +   Mark Tardy   Mark Absent   Load from Staff Clock

		Date	Attendance	Notes
✏	🗑	Sep 13, 2021	A	Doctor Appointment

Select Pencil to Edit ◄