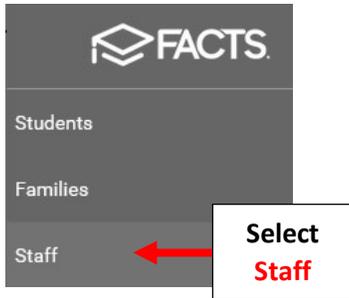
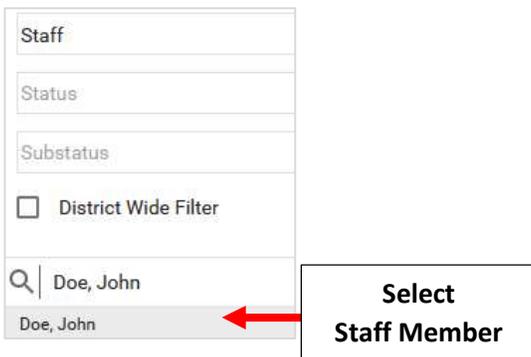


# Staff Attendance in FACTS SIS

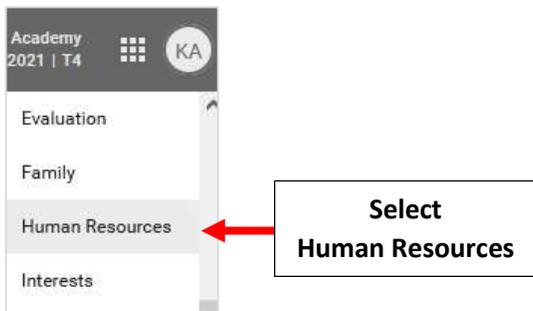
Once logged into FACTS please select **Staff** from the Left Side Menu



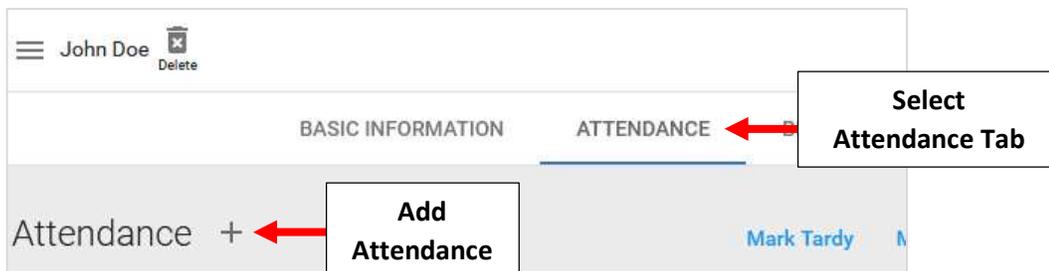
Select **Staff Member**



Select **Human Resources** from **Right Side** menu



Select **Attendance Tab** and then **Add Attendance**



Select **Date** from the Date Dropdown.

The screenshot shows the 'Add Attendance' form. At the top, there is a 'Date\*' dropdown menu currently showing 'Monday, Sep 13, 2021'. A red arrow points from a callout box labeled 'Select Date' to this dropdown. Below the date field is an 'Add Comment' text area. At the bottom right of the form are two buttons: 'Cancel' and 'Save and Close'.

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

This screenshot shows the 'Add Attendance' form with three callout boxes. The first callout, 'Select Date', points to the 'Attendance Code' dropdown which is set to 'A'. The second callout, 'Enter Comment', points to the 'Add Comment' text area which contains the text 'Doctor Appointment'. The third callout, 'Select Save and Close to Save', points to the 'Save and Close' button. The 'Cancel' button is also visible.

Attendance will appear in dashboard. Select **Pencil** to **Edit** Attendance

The screenshot shows a user dashboard for 'John Doe'. The 'ATTENDANCE' tab is selected. Under the 'Attendance +' section, there are buttons for 'Mark Tardy', 'Mark Absent', and 'Load from Staff Clock'. Below these is a table with one row of attendance data. A callout box labeled 'Select Pencil to Edit' points to a pencil icon in the first column of the table.

Date	Attendance	Notes
Sep 13, 2021	A	Doctor Appointment