Staff Attendance Report

Similar to the Child Attendance Report, this report details Last Name, First Name, Date, Class(es), Time In, Checked In By, Time Out, Checked Out By, and Hours. It can be exported and printed.

1. Point to **Clock** and click **Staff Attendance Report**.

2. *Attendance Date From* and *Through* are required.

3. Use the *Search Criteria* to find specific information.

4. **Submit**.

Use this report to send to your payroll provider of choice.