

Looking Up Staff Absences on JPAMS*

1. Log on to JPAMS
2. Dashboard screen will come up (this is just a listing of different folders/areas you can open)
3. Click Human Resources
4. A box will come up and asks “Do you wish to use the Human Resources Command Center?”
5. Click Human Resources Command Center (screen changes)
6. Click Attendance (upper-left corner)
7. Click Post Employee Absences (in the drop down)
8. Attendance set-up box comes up.
9. Click OK (in bottom of box)
10. Posting Options Setup box comes up.
11. Select the contract year for year needed using the down arrow.
12. You must set the first pay period for the year you are researching by entering the appropriate information in the “From Date” and the “To Date” cells. Example: in researching year 2009, set the “from date” column to 8-1-2009, and the “to date” column to 5-31-10.
13. Click OK
14. A new screen comes up. Look at the bottom of the screen and click on the Proof List tab (kind of lower-right hand corner).
15. Audit box comes up—select a specific school or select the blank area for all schools by clicking the down arrow.
16. Click on the small circle if you want the ID number or Social Security number included in the report, then click OK.
17. WAIT—not so long for one school, maybe 30-40 seconds for all schools.
18. The column to the right—**Ttl Days** is a listing of total days missed for that school year by an employee. Notice each day missed is listed along with the reason for the absence.
19. This is good data for a system level or building level administrator to review to keep up with types and frequency of staff absences.

*Central Office staff not included in this document