

My Attendance Application: A Guide for Employees



**University
of Windsor**

March 2022

Human Resources

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MY ATTENDANCE APPLICATION : A GUIDE FOR EMPLOYEES

Department of Human Resources



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Welcome and thank you for taking the time to complete this training module designed to orient you to the employee features of the **My Attendance Application**.

The **My Attendance Application** has been designed to support the tracking of absences at the department level.

The **My Attendance Application** has additional features for individuals who have supervisory responsibilities as well as for those individuals within each department who have been assigned as a system administrator. Those features are covered in separate training modules, **My Attendance Application: A Guide for Supervisors**, and **My Attendance Application: A Guide for Administrators**

Agenda

How to access the My Attendance Application

Overview of the Home Page

My Attendance Record Feature

My Calendar Feature

Add a Request Feature

Common Calendar (Who's Away) Feature

Summary



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This presentation will cover the following:

- How to access the My Attendance Application
- Overview of the Home Page
- My Attendance Record Feature
- My Calendar Feature
- Add a Request Feature
- Common Calendar (Who's Away) Feature
- Summary

**Fictitious
Information**

Employee Name: **Winston Lancer**

Employee Number: **1234567**

Employee Department: **University Spirit**

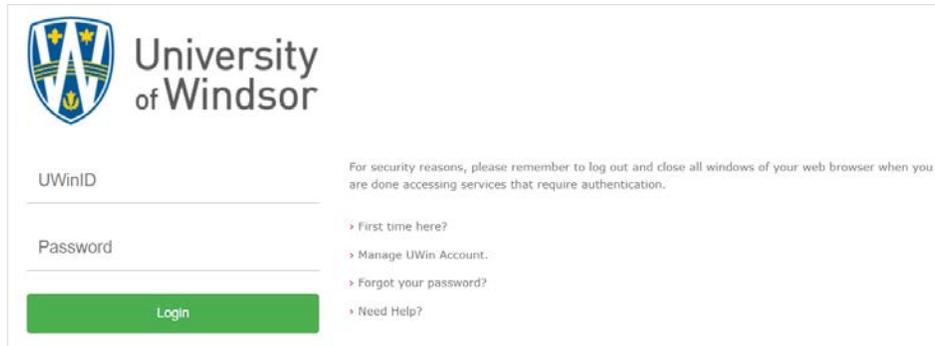


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To illustrate the features of the **My Attendance Application** this presentation includes screenshots of the system. To protect the privacy and confidentiality of UWindsor employees we have created a fictitious employee, employee number and department.

How to Access the My Attendance Application

- Go to: www.uwindsor.ca/attendance
- To log in, enter your UWin ID and password.



The screenshot shows the login interface for the My Attendance Application. At the top left is the University of Windsor logo, a shield with a blue and white design and a yellow cross. To the right of the logo is the text "University of Windsor". Below the logo and text are two input fields: "UWinID" and "Password". A green "Login" button is positioned below the "Password" field. To the right of the input fields, there is a security notice: "For security reasons, please remember to log out and close all windows of your web browser when you are done accessing services that require authentication." Below the security notice are four links: "First time here?", "Manage UWin Account.", "Forgot your password?", and "Need Help?".



To access the **My Attendance Application**, enter www.uwindsor.ca/attendance into the URL address bar of your preferred browser.

You will be directed to a log-in page where you will be prompted to enter your University of Windsor ID and password. Once you enter your log-in information, please select the Login button to be directed to the **My Attendance Application** homepage.

Attendance **University Spirit** Help Log Out

My Attendance Add Request

My Attendance

My Attendance Record

My Calendar

Add a Request

Who's Away? (Common Calendar)

Overview of the Home Page

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The home page of the **My Attendance Application** is the gateway to the various features of the system. The name of your department will appear on the top bar of the home page as illustrated on the slide. Next to your department's name is "Attendance". Click on "Attendance" from any page of the application to return to the home page.

From the home page you will be able to navigate to:

- My Attendance Record – lists all your attendance entries
- My Calendar – displays your attendance entries by month
- Add a Request – to submit a request for your supervisor's approval, such as a vacation day request
- Who's Away? (Common Calendar) – view who is away in your department each day

If you are unable to access the Add a Request or the Common Calendar features, consult the system administrator for your department as these two features may not have been activated by the department. We will cover each of the features of the **My Attendance Application** in detail throughout the presentation.

Just a reminder that if you are a supervisor or an administrator for your department, your home page will have additional features which will be covered in separate training modules.

Attendance University Spirit Help Log Out

My Attendance Add Request

Winston Lancer (2021)
Employee #1234567

View as calendar Previous year (2020) Next year (2022) This year

1 **Vacation Summary**

Until	Entitlement	Days used	Remaining
December 31	20	18	2

2 **Overtime and Lieu Time**

Lieu Earned:	10.5 h	Lieu Used:	3.5 h	Lieu Remaining:	7 h
OT Worked for Lieu:	7 h	OT Worked for Pay:	0 h	Total OT Worked:	7 h

3 **Summary by Type (includes pending requests)**

Appointment	3.5 h
Banked Lieu Time	10.5 h
Essential Services	2.0 d
Lieu Time	3.5 h
Sick	1.0 d
Vacation	18.0 d
Vacation Entitlement	20.0 d

4 **Entries**

Date(s)	Duration	Type
Jan 01	(20 d)	Vacation Entitlement (Private) (Public)

My Attendance Record



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When you select **My Attendance Record** from your home page you will be directed to the screen illustrated on this slide. The information found on this page is divided into the following sections:

- Vacation Summary
- Overtime and Lieu Time
- Summary by Type
- Entries

We will describe each of these sections in more detail in the next 2 slides.

My Attendance Record

Attendance University Spirit Help Log Out

My Attendance Add Request

Winston Lancer (2021)

Employee #1234567

View as calendar
Previous year (2020)
Next year (2022)
This year

Vacation Summary

Until	Entitlement	Days used	Remaining
December 31	20	18	2

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By default, your records for the current year will be displayed. If you would like to view your records for other years, select the button listed underneath your employee number. For instance, Previous Year or Next Year.

Vacation Summary: This section of **My Attendance Record** lists your vacation entitlement, how many vacation days you have used and how many days you have left to schedule. In this case Winston Lancer is entitled to 20 vacation days, they have used 18 therefore they have 2 days remaining.

My Attendance Record

Overtime and Lieu Time					
Lieu Earned:	10.5 h	Lieu Used:	3.5 h	Lieu Remaining:	7 h
OT Worked for Lieu:	7 h	OT Worked for Pay:	0 h	Total OT Worked:	7 h
Summary by Type (includes pending requests)					
Appointment	3.5 h				
Banked Lieu Time	10.5 h				
Essential Services	2.0 d				
Lieu Time	3.5 h				
Sick	1.0 d				
Vacation	18.0 d				
Vacation Entitlement	20.0 d				
Entries					
Date(s)	Duration	Type			
Jan 01	(20 d)	Vacation Entitlement (Private) (Public)			



The **My Attendance Record** page also lists the following information:

Overtime and Lieu Time: This section of **My Attendance Record** outlines the Overtime and Lieu time that has been earned, used, and remaining. Overtime/lieu time must be pre-approved by your supervisor. As noted on the screen, Winston has earned 10.5 hours of lieu time

Summary by Type: This section of **My Attendance Record** outlines all the entries that have been made in your calendar, including those that are pending the approval from your supervisor. As noted on the screen, Winston’s calendar has several entries including an appointment for 3.5 hours and 1 sick day.

Entries. This section of the page lists the entries found on the **Summary by Type** in more detail. For each entry, it includes the date, duration, type and any private or public comment associated with the entry. For instance, an entry was made on January 1 for 20 days, the type of entry was Winston’s vacation entitlement for the year, and there are no private or public comments.

Attendance University Spirit Help Log Out

My Attendance Add Request

Winston Lancer: November 2021

Attendance Record (2021) Previous month Next month Today

Mon	Tue	Wed	Thu	Fri	Sat	Sun	
1 W.Lancer V	2 W.Lancer V	3 W.Lancer V	4 W.Lancer V	5 W.Lancer V	6	7	
8 W.Lancer V W.Lancer V	9 W.Lancer V W.Lancer V	10 W.Lancer V W.Lancer V	11 W.Lancer V	12 W.Lancer V	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

My Calendar



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The next feature of the **My Attendance Application** that you can access from the home page is **“My Calendar”**.

When you select **“My Calendar”** on the home screen, you will be directed to the page illustrated on this slide. The calendar displays the entries listed on your attendance record by month.

By default, the current month will be displayed, in this case November 2021. To view other months, click on the buttons that are found below your name. In this case found below Winston Lancer.

We will explore next the information that you can access from **“My Calendar”**

My Calendar

Figure A

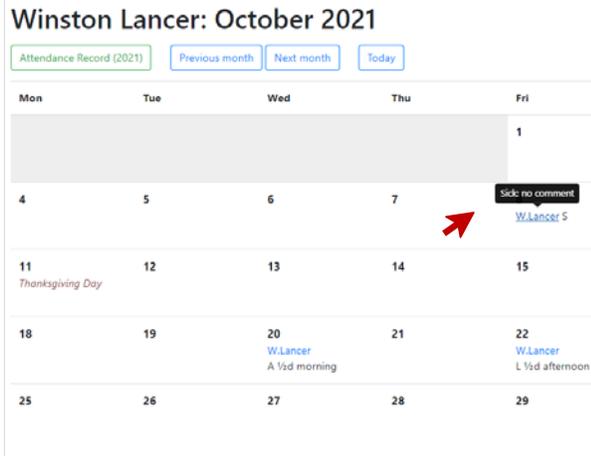


Figure B

Date(s)	Duration	Type
Jan 01	(20 d)	Vacation Entitlement (Private) (Public)
Jul 15	(7 h)	Banked Lieu Time (with meal allowance) (Private) Worked on new project (Public)
Oct 04 – Oct 05	2 d	Essential Services (Private) (Public)
Oct 08	1 d	Sick (Private) (Public)
Oct 20	3.5 h morning	Appointment (Private) Dr. appt. approx. 11:00am - 12:00pm (Public)
Oct 22	3.5 h afternoon	Lieu Time (Private) (Public)
Nov 01 – Nov 12	10 d	Vacation (Private) Days checked with team members (Public) Vacation



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To learn more about each of the entries that are displayed on the monthly calendar, hover your mouse over any of the entries listed. A black box will appear with the entry details as illustrated in figure A on the slide. In this case, when you hover over October 8, 2021, you will learn that that entry was a Sick day.

If you want to access more information about the entry, click on the entry to be directed to the “**My Attendance Record**” page, The entry selected will be highlighted on the Entries section of **My Attendance Record** as illustrated in figure B.



Add a request

Use the form below to add a request for yourself

For: Winston Lancer

Code:

Date: 2022-01-19 

Private Comments:

Private comments are visible to the employee, to managers, and to administrators of the attendance system. But they are not visible to other employees. (For *Overtime* requests, the private comments may be shared with the Payroll department.)

Public Comments:

Public comments are visible to all employees in the department. They appear on the Common Calendar and the Daily Email reports. You can use these to communicate with your co-workers (e.g., to tell them who else to contact in your absence.)

Important notes

1. When entering overtime (for pay or lieu), be sure to enter the **premium hours** only – don't include the hours that are part of your regular shift.
2. For *Working Overtime*, only enter requests that have been pre-approved by your manager.

Add a Request

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From the home page you can access the “**Add a Request**” feature of **My Attendance Application**. This feature allows you to add entries into your calendar which will be directed to your supervisor for approval. If you are not able to access this feature, consult with the system administrator for your department.

When you select, **add a Request** from the homepage, the form illustrated on this slide will appear on your screen. As you will note, below the form are some Important Notes listed that provide guidance on how to complete various fields of the form. We will highlight these on the next slide and then we will cover the various information fields that are part of the “Add a Request” form.

Add a Request - Important Notes

Important notes

1. When entering overtime (for pay or lieu), be sure to enter the **premium hours** only – don't include the hours that are part of your regular shift.
2. For *Working Overtime*, only enter requests that have been pre-approved by your manager.
3. For *Working Overtime for Lieu*, enter the actual hours worked, not the "time-and-half" hours expected in return.
4. When requesting a *Vacation*, you don't need to omit weekends and holidays. Just specify the first and last days of your vacation — the holidays will not be deducted from your vacation entitlement.
5. For *Paid Overtime*, you may be entitled to a meal allowance. See your Collective Agreement for details. If you are entitled, please indicate this using the checkbox on the form.
6. After submitting your request, it will appear on your *Attendance Record* and *Calendar* pages. However, the entry is not official until it has been approved by your manager.
7. You will receive an email once your manager approves or rejects your request.

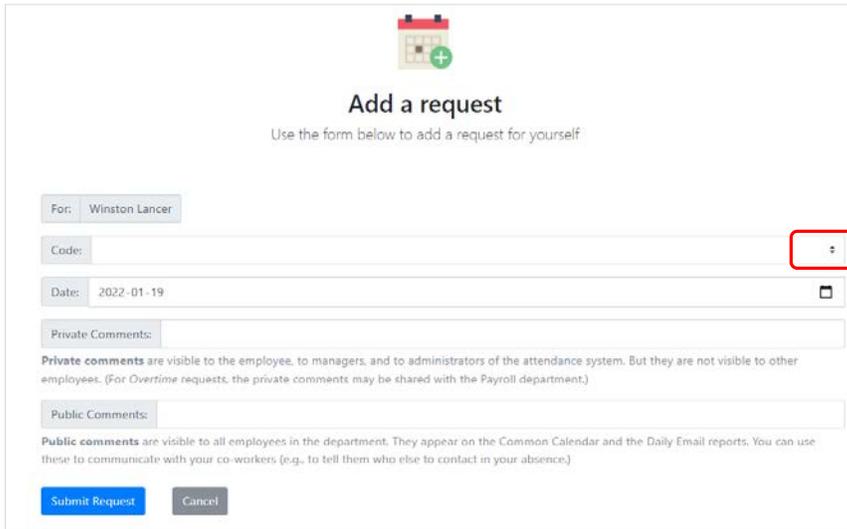


The **Add a Request** page highlights the following key notes:

- When entering overtime (for pay or lieu), be sure to enter the **premium hours** only – don't include the hours that are part of your regular shift.
- For *Working Overtime*, only enter requests that have been pre-approved by your manager.
- For *Working Overtime for Lieu*, enter the actual hours worked, not the "time-and-half" hours expected in return.
- When requesting a *Vacation*, you don't need to omit weekends and holidays. Just specify the first and last days of your vacation — the holidays will not be deducted from your vacation entitlement.
- For *Paid Overtime*, you may be entitled to a meal allowance. See your Collective Agreement for details. If you are entitled, please indicate this using the checkbox on the form.
- After submitting your request, it will appear on your *Attendance Record* and *Calendar* pages. However, the entry is not official until it has been approved by your manager.
- You will receive an email once your manager approves or rejects your request.

Now that we highlighted the notes that are outlined on the page, let's proceed with the overview of the various fields on the Add a Request form

Add a Request



Add a request
Use the form below to add a request for yourself

For: Winston Lancer

Code: ▾

Date: 2022-01-19

Private Comments:

Private comments are visible to the employee, to managers, and to administrators of the attendance system. But they are not visible to other employees. (For Overtime requests, the private comments may be shared with the Payroll department.)

Public Comments:

Public comments are visible to all employees in the department. They appear on the Common Calendar and the Daily Email reports. You can use these to communicate with your co-workers (e.g., to tell them who else to contact in your absence.)



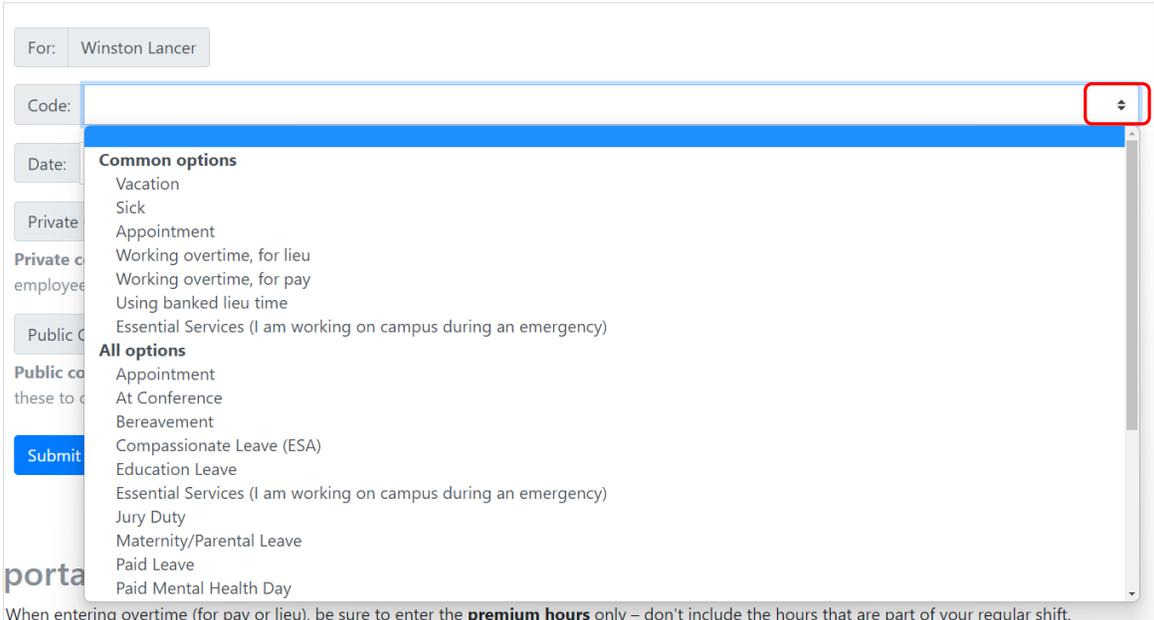
To add a request, the first thing that you will need to do is select a code or request type from the drop-down menu. Select the up and down arrows found on the right side of the code field as highlighted with the red box on the slide.

For instance, vacation, appointment and sick. Depending on the code selected, other information fields will appear on the form.

Follow the directions provided and fill out the form fields.

Next, we will look at the various Codes that you can select from to Add a Request.

My Attendance Application: A Guide for Employees



The screenshot shows a web form for an attendance application. The form includes fields for "For:" (Winston Lancer), "Code:", "Date:", "Private", "Public C", and "Submit". A dropdown menu is open for the "Code:" field, showing two sections: "Common options" and "All options". The "Common options" section includes: Vacation, Sick, Appointment, Working overtime, for lieu, Working overtime, for pay, Using banked lieu time, and Essential Services (I am working on campus during an emergency). The "All options" section includes: Appointment, At Conference, Bereavement, Compassionate Leave (ESA), Education Leave, Essential Services (I am working on campus during an emergency), Jury Duty, Maternity/Parental Leave, Paid Leave, and Paid Mental Health Day. A red box highlights the up and down arrows on the right side of the dropdown menu. Below the form, there is a note: "When entering overtime (for pay or lieu), be sure to enter the **premium hours** only – don't include the hours that are part of your regular shift."

When entering overtime (for pay or lieu), be sure to enter the **premium hours** only – don't include the hours that are part of your regular shift.

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When you select the up and down arrows on the code field as indicated in the previous slide, a pop-up window will appear with a list of the common options and all options. For instance, if you would like to add a request for a vacation day, select "vacation".

Depending on the code selected, other information fields may appear on the form. Follow the instructions outlined on the screen. As an example, the next slide highlights the additional fields that will appear on the screen when you select "Vacation" from the code options.

Example: Add A Vacation Request

This slide illustrates the additional fields that appear on the screen when you select the vacation code from the drop-down menu. As you select Vacation from the list of codes listed in the drop-down menu, 2 additional fields will appear in the form, the Dates field and Part of Day field as indicated on the slide with the red arrows.

In the Dates (start and end) field, select the start and end date of the vacation time you are requesting. You can do so by selecting the calendar icon found on the right side of the start and end dates fields as highlighted with the red boxes on this slide.

Select the start date and the end date, you don't need to omit weekends and holidays as these will not be deducted from your vacation entitlement.

Please note that if you are requesting one vacation day only, enter the same date in the date start and end fields (for example, if you are requesting March 7 as a vacation day, enter March 7 in both fields as illustrated on the slide).

In the next slide we will illustrate the Part of Day field associated with a vacation request.

Add a request
Use the form below to add a request for yourself

For: Winston Lancer

Code: Vacation

Dates (start and end): 2022-03-07 2022-03-07

Part of day: full day

Private Comments: morning, afternoon, evening
employees. (For *Overtime* requests, the private comments may be shared with the Payroll department.)

Public Comments:

Public comments are visible to all employees in the department. They appear on the Common Calendar and the Daily Email reports. You can use these to communicate with your co-workers (e.g., to tell them who else to contact in your absence.)

Submit Request Cancel

Example: Add A Vacation Request

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To select the Part of Day, associated with the vacation request, use the drop-down menu. Select the up and down arrows found on the right side of the Part of the Day field as highlighted with the red box on the slide. For vacation requests that are one full day or longer, select the full day option.

Now that we finished illustrating an example of additional fields that will appear on the Add a Request form based on the code selected, in this case vacation, we will move next to illustrate the comments feature of the Add a Request form.

Add a Request

Private Comments:

Private comments are visible to the employee, to managers, and to administrators of the attendance system. But they are not visible to other employees. (For *Overtime* requests, the private comments may be shared with the Payroll department.)

Public Comments:

Public comments are visible to all employees in the department. They appear on the Common Calendar and the Daily Email reports. You can use these to communicate with your co-workers (e.g., to tell them who else to contact in your absence.)

Submit Request

Cancel



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The Add a Request form also includes fields for you to add private or public comments associated with your request. Filling these are optional.

Private comments are comments that are only visible to you, your supervisor and department's Attendance Application administrator. It is important to note that for Overtime requests, private comments may also be shared with the payroll department.

Public comments are visible to all employees in your department. They will appear in the **Who's Away Common Calendar**, which we will discuss next. For instance, if you are on vacation, you may want to add a comment to the request letting your colleagues know that you will not have access to e-mail while you are away and whom they should contact in case of an urgent matter.

Once you fill all the information fields that are part of the Add a Request Form, select the Submit Request button to submit your request.

If for some reason, you no longer wish to proceed with the request, select the Cancel button to return to the home page.

My Attendance Application: A Guide for Employees

Date(s)	Duration	Type
Jan 01	(20 d)	Vacation Entitlement (Private) (Public)
Jul 15	(7 h)	Banked Lieu Time (<i>with meal allowance</i>) (Private) Worked on new project (Public)
Oct 04 – Oct 05	2 d	Essential Services (Private) (Public)
Nov 08 – Nov 10	3 d	Vacation (Private) (Public) Vacation
Dec 06 – Dec 10	5-d	Vacation Rejected: (no comment) (Public) Vacation
Dec 06 – Dec 10	5 d	Vacation (Private) (Public) Vacation
Dec 17	1 d	Vacation Requested: (no comment) (Public)

**Add a Request –
What Happens
After You
Submit It?**

denied

waiting for approval



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Once you submit the request, it will automatically appear on “**My Attendance Record**” section of the **My Attendance Application** highlighted in pink until it is approved by your supervisor. If it is denied, the entry text will have a strikethrough as illustrated on the slide.

When you submit your request, the system will automatically send an e-mail to your supervisor to advise them that a request has been submitted which is waiting for their review. Once your supervisor approves/denies it, you will receive an e-mail notification.

Who's Away? (January 2022)

Previous month Next month Today

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1 <i>New Year's Day</i>	2
3 <i>Replaces New Year's Day</i>	4 <i>First Regular Working Day</i>	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Who's Away Common Calendar



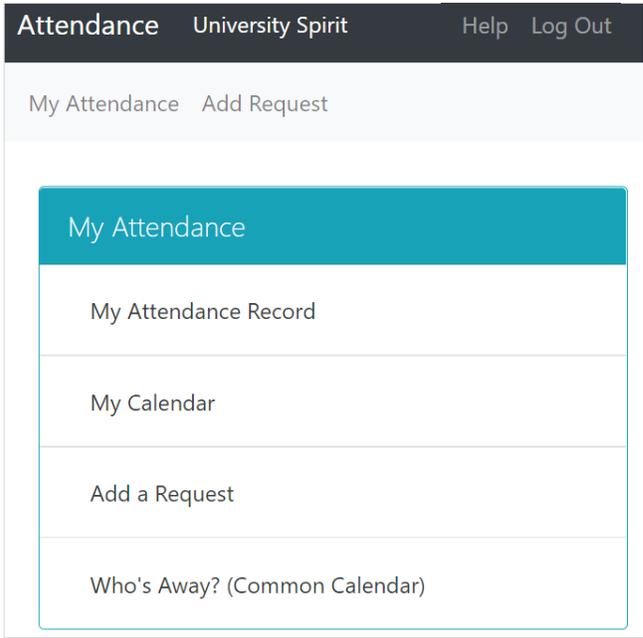
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The last feature of the **My Attendance Application** that you can access from the home page is the Common Calendar. This is a great tool, particularly when team members need to collaborate and therefore knowing who each day is away can be helpful.

The calendar only lists the name of the individual(s) away on each particular day. To protect privacy the calendar doesn't include the reason for the absence.

If the individual entered public comments in the Add a Request form, these will show when you hover over the person's name. You will also be able to view for how long the person will be away.

Every morning at 8:30 am you will also receive an e-mail from the **My Attendance Application** listing who is away that day in your department. The e-mail will also include a link to access **My Attendance Application**.



In summary

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In summary, the **My Attendance Application** has four key features for employees:

- My Attendance Record, which provides a summary of vacation days and overtime/lieu time earned used. It also summarizes all the entries that have been entered into your attendance calendar.
- My Calendar provides a monthly view of your calendar entries.
- Add a Request allows you to automate requests such as vacation, appointment, etc.
- Who's Away gives you an overview of who is away each day in your department.

We hope that you have found this module helpful to orient you to the key features of the **My Attendance Application**.

The slides and notes from this presentation can be downloaded from the **My Attendance Application** website at www.uwindsor.ca/humanresources/attendance. Should you have any questions, please e-mail hrattendance@uwindsor.ca