

Assigning a Status to Late and No Show

Last Modified on 10/21/2023 2:20 pm MDT

"No Show" Shifts must be assigned a **Status** in order for **All Clock-Ins** to be Approved

Mon Oct 16 ²⁴	Tue Oct 17 ²⁴
Add ▾	Add ▾
All 11 Clock-Ins Approved	8 Clock-Ins, 2 NS - 7 Approved

Assign Status from the Dropdown Menu in any **Daily Summary View**

The screenshot shows a 'Daily Summary View' for a shift from 6:00pm to 10:00pm at UCSD Beertender. The shift is currently marked as 'Unscheduled'. A dropdown menu is open for 'No Show Reason', showing the following options: Excused (selected), Called Off, Cancelled, Excused, Sick Day, and Unexcused. The 'Notes' field contains 'no show note'.

"Late" designations can also be qualified. This is helpful for employee files / record keeping.

The screenshot shows an employee record form for 'Tasting Room' at 'Miramar Beertende'. It includes sections for 'Clock-In Times' (Start Time: Jun 29, 2023 11:52am, End Time: Jun 29, 2023 7:52pm, Length: 8.00 hrs) and 'Break Times' (Start Time: Jun 29, 2023 2:15pm, End Time: Jun 29, 2023 2:47pm, Length: 33 mins). A 'Late' dropdown menu is open, showing options: Excused (selected), N/A, and Unexcused. The form also includes a 'Notes & Dialogue to Employee' section and buttons for 'Save Changes' and 'Delete Clock-In'.

To view summary reports, from the Menu Bar choose **Reports**, select the **Late / No Show Report** and filter accordingly

Reports

[\[Link\]](#) Last Pay Period was Saturday Jul 15, 2023 12:00am to Friday Jul 28, 2023
[\[Link\]](#) Current Pay Period is Saturday Jul 29, 2023 12:00am to Friday Aug 11, 2023
[\[Link\]](#) Gusto® Payroll Pay Frequency: **Every other week** Open Payroll Start: Sat Jul 29, 2023 End: Fri Aug 11, 2023

Late / No-Show to
Workday start time is 3:00am

Options Late/No-Show Reason: Leave-Early Reason:

Show Details

HTML / PDF / CSV **Report Status**

Status	Requested on	Time	Name	Download / Open
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Notify when Done