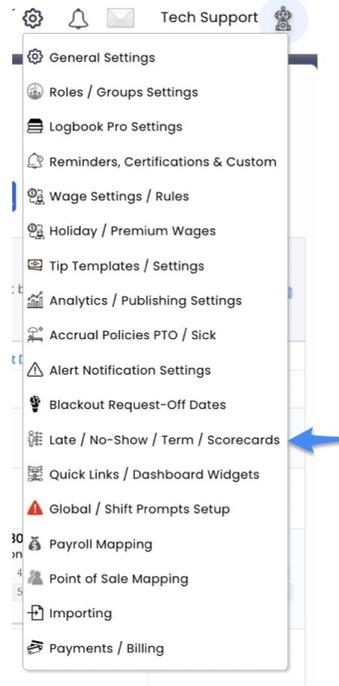


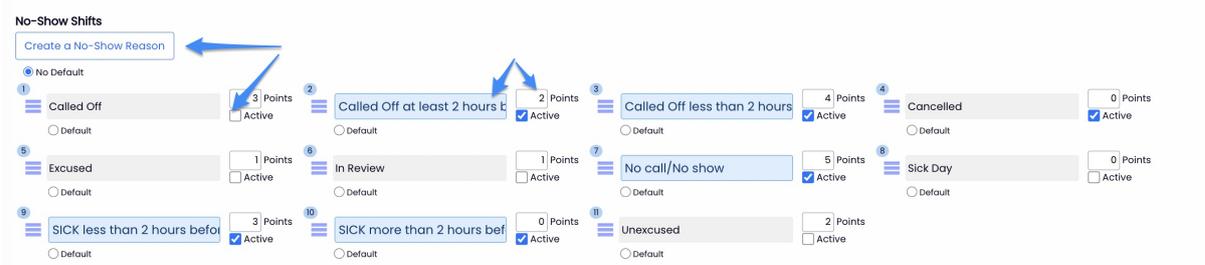
Employee Scorecard Setup

Last Modified on 10/11/2023 12:52 pm MDT

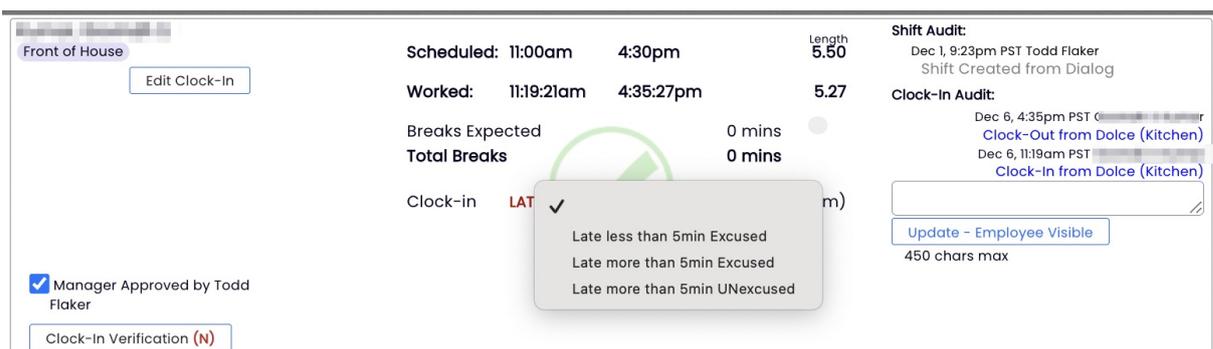
From the Gearwheel Menu go to **Late / No-Show / Term / Scorecards**



1. From here you can click, "Create a No-Show Reason," title the reason, activate and inactivate a reason, and assign points to different reasons.

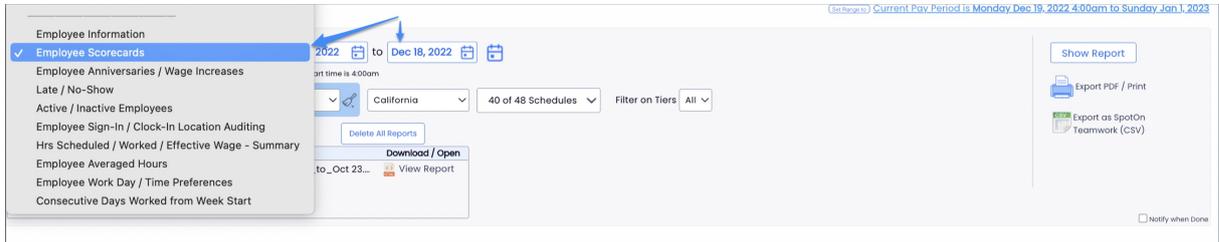


2. These options will become available for managers to select when they are editing and approving time punches.



3. To view Employee Scorecards go to reports from the top toolbar.

Select Employee Scorecards, select your date range and schedules, then click show report.



If you have questions about this process, please email support@dolcesoftware.com, and we are happy to assist you.