VIEWING ATTENDANCE POINTS

You can view attendance points through Attendance Control and reports in WFM.

VIEWING ATTENDANCE POINTS IN ATTENDANCE CONTROL

To view attendance points:

1. Log into Infor ESS
2. Click Menu on the top left and select Infor WFM
1. Click Attendance Control on the toolbar
2. Click Event Log
   a. Within Event Log, you can view the event that triggered attendance points, the worked date that the points were accumulated from, the number of points accumulated, as well as any employee reasons or supervisor notes documented by the supervisor.
   b. If you have supervisor access to WFM, you can view all staff within the cost center you have access to. You can search by name and sort any of the columns by clicking on the header.

ATTENDANCE POINTS REPORT

1. While logged into Infor WFM, click My Reports on the toolbar
2. Click the report called Time Code by Team Report
3. If running the report for a single employee, click the magnifying glass, search and select the employee
4. In the Time Code field, click the magnifying glass, search and select the following eight time codes:
   a. 1.0ATTPT, 2.0ATTPT, 4.0ATTPT, 0.5ATTPT, 4.0ATTPT-NT, 2.0ATTPT-NT, 1.0ATTPT-NT, 0.5ATTPT-NT
5. Attendance points remain with the employee's record for one rolling year. In the Start Date field, leave the month and day as is, but change the year to one year prior. In the End Date field, leave today's date.
6. Click Go
7. Report columns:
   a. Team Name: the cost center the employee received the point is
   b. Time Code Name: the number of points associated with each work day to the right
   c. Employee ID/Full Name: Employee ID and employee name
   d. Work Date: Date at which the points occurred
   e. Hour Type: points are all unpaid
   f. Total Hours: Each time code in WFM is associated with a number of hours. The total hours in this particular report is unrelated to the number of attendance points the employee has. You can ignore this column in this particular report.

Example:

The below employee has accrued two tardy points (0.5ATTPT) for work dates 4/1/2024 and 4/2/2024 totaling 1 attendance point for this employee.

Team Name	Time Code Name	Employee ID	Full Name	Work Date	Hour Type	Total Hours
13100	0.5ATTPT			04/01/2024	UNPAID	1.00
				04/02/2024	UNPAID	1.00
	Time Code Total:					2.00
Team Name Total:						2.00

8. The report may be lengthy and not all fit on one page. There might be a ⬇ Page down button on the bottom left of the screen to view more of the report. You can also push the report out to a PDF or Excel document by using the icons on the upper-right corner of the screen.