

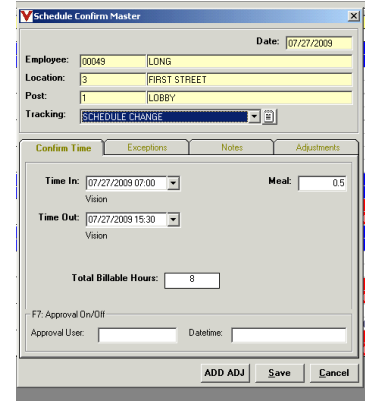
Performance tracking can record reasons for employee schedule changes that can be viewed and reported on.

Confirming Employee's Time

When you select Confirm Detail, you have the option to select a tracking reason.

1. Right click on employee name
2. Select **Confirm/Detail**
3. Select Tracking Reason
4. Click **Save**

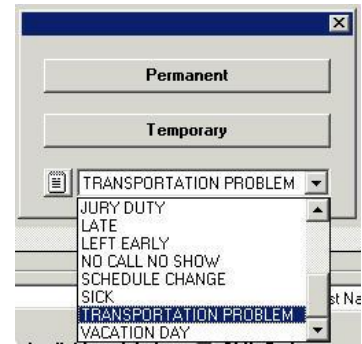
Note: Reasons can be customized using Notepad.



Removing/Replacing Employee

When Removing/Replacing Employees, you have the option to select a tracking reason.

1. Right click on employee name
2. Select **Remove/Replace**
3. After selecting replacement employee, select tracking reason (**BEFORE** clicking on "Permanent" or "Temporary")
4. Click **Save**



Search/Add/Edit/Delete Performance Tracking Master

The Performance Tracking Master can be accessed through the drop-down menu in Tools.

Selection Criteria

- This section is used to search for a specific record.
1. Enter appropriate parameters.
 2. Click **Refresh**

Data

- This section shows the detail of a record.
- If a Reason was not selected in the above areas, you can Edit the record and select a Reason.
- Additional comments can also be entered here.

