

# Employee Absence Tracker

## ~ User Manual ~

### 1. Initial Setup (TRACKER Sheet)

1. **Employee Names:** Enter all active employees in Column A.
2. **Allocated Days:** Enter total days allowed for the year in the “Total Days Allowed” columns for Vacation and Sick.
3. **Automatic Totals:** The “Used” and “Remaining” columns are automated. Do not type in these cells!

You will not be able to insert/add lines to the **TRACKER** sheet due to specific formulas. If you need additional lines, please reach out, and we will send a copy to accommodate.

### 2. How To Log Time (LOG Sheet)

Before using the **LOG**, ensure the **TRACKER** sheet is up to date.

Whenever an employee takes time off, follow these steps on the **LOG** sheet:

4. **Select Name:** Click the cell in the “Employee Name” column (Column A) and select the name from the dropdown list.  
*Note: You may have to use the sidebar on the right side of dropdown list to scroll up or down to find names.*
5. **Select Reason:** Choose between Vacation, Sick, or Other from the dropdown menu in column B.
6. **Enter # of Days:** Type the number of days used (e.g. 1 or 0.5).
7. **Enter Dates and Notes:** For your record keeping only, enter in the specific Date(s) (column D-E) and any Notes (column F).
8. **Recency:** Always add the newest entry to the bottom of the list. The **TRACKER** will update instantly.
9. **Filter Table:** The Filter table on the right side of the **LOG** sheet can be used to see one person’s total entries.  
*Select the name you wish to filter/see and click the ✕ in the right corner to return back to the full table.*

### 3. Visual Indicators

1. The blue bars on the **TRACKER** sheet represent the Time (days) Remaining. As days are added into the **LOG**, these bars will shrink.
2. If an employee exceeds their allowed days, the cell in “Days Remaining” on the **TRACKER** sheet will turn red.
3. In **LOG** sheet if data is entered for a new entry, the “Start Date” column will turn red until filled in with a date. This is to ensure no information is missing.



## 4. Important Rules For Success

1. **Consistency:** Always use the dropdown menus in the LOG. If a name is typed incorrectly, the tracker will not count those days for that employee in the **TRACKER** sheet.
2. **New Employees:** When a new hire starts, add them to the bottom of your list on the **TRACKER** sheet. Their name will automatically appear in the dropdown list in the **LOG** sheet.  
*Note: You will not be able to add lines to the **TRACKER** sheet due to individual, specific formulas that cannot be copied. If you require additional lines on the **TRACKER** sheet for new employees, please reach out, and we will accommodate.*
3. **Other Category:** Use the “Other” category for Bereavment, Personal Days, Education Days/Leave. Ensure you select “Other” on the **LOG** sheet for it to show up correctly in **TRACKER**.
4. **Start/End Date and Notes:** The Start Date, End Date, and Notes column in the **LOG** sheet are for your notes and reference only. These will not automatically transfer to the **TRACKER** sheet.  
*Ensure you are filling in the “# of Days” (column C) to have the days transferred into the **TRACKER** sheet.*

## 5. Troubleshooting

1. **The “Used” column isn’t updating:** Check the **LOG** sheet to ensure the “Reasoning” matches the column header and employee name is entered correctly.
2. **Zeros Everywhere:** If the tracker shows 0 when it should show a balance, ensure the numbers in the **LOG** sheet were entered as numbers not text (i.e., 5, not five).
3. **Dropdown Menus:** If you cannot see the names or reasoning when using the dropdown lists, use the sidebar on the right side of the list to scroll to the top or bottom of the list to locate what you are looking for.

## 6. National Guidelines

1. Employees who have used fewer than 10 sick days in the previous fiscal year are entitled to 2 personal days in the current fiscal year. These will count as sick days in the current fiscal year.
2. Unused sick days may be carried over for a maximum accumulation of 28 days. Any unused sick days or personal days will not be paid out at a fiscal yearend or on termination, including retirement or acceptance of a new call.

