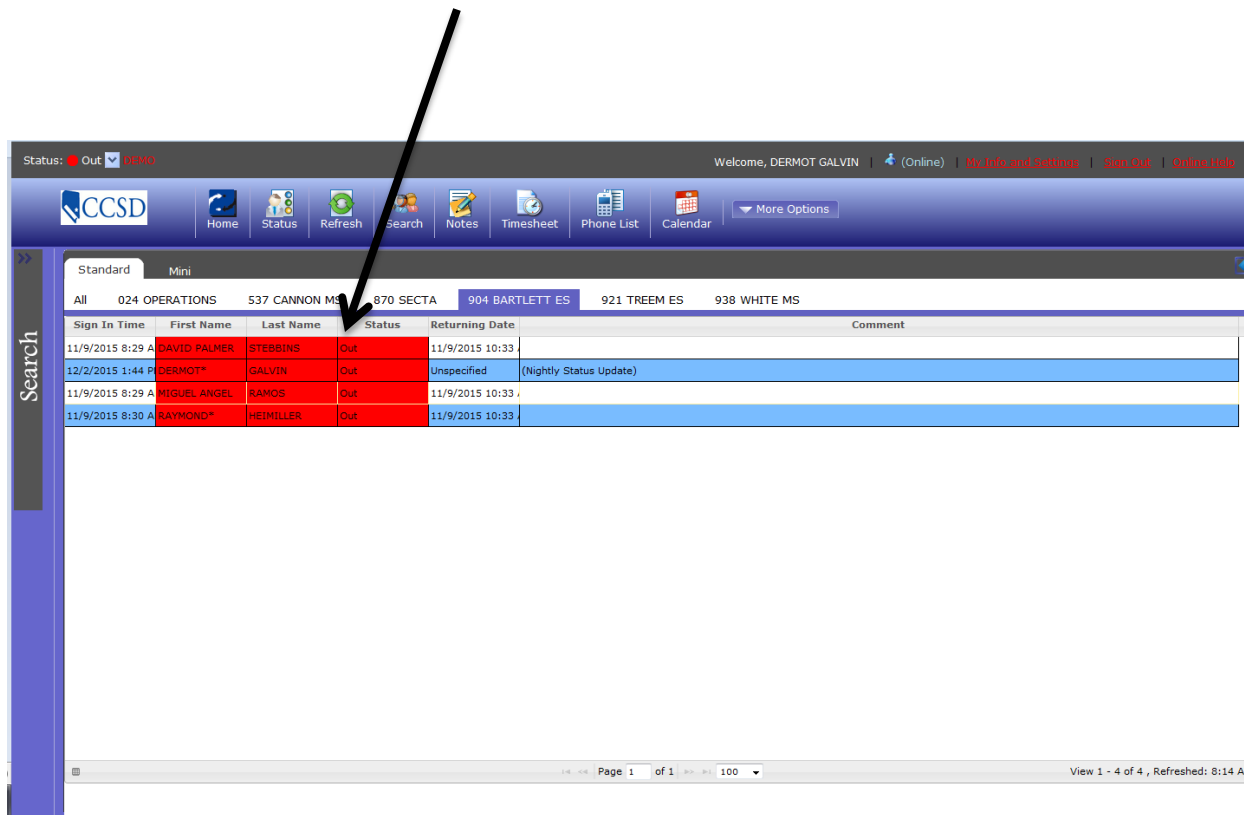FOR HEAD CUSTODIANS ONLY: To log in/out one of your employees.
Example: You're employee forgot to sign out and after verifying that they were there you can log them out.

Double Click on the employees name to open the status option.

Click the appropriate selection and **ALWAYS** leave a comment.

Update Status

Current Status

Name:	MIGUEL ANGEL RAMOS	**Status:**	Out
Returning:	11/9/2015 10:33 AM	**Comment:**	

- In
- Out
- Lunch 1/2 hr
- Lunch 1 hr
- Sick (01)
- Sick (02)
- Vacation (11)
- Non Paid (10)
- Bereavement (03)
- Jury Duty (04)
- Subpoena (05)
- School Business (07)
- Authorized Absence (08)
- Military (09)
- Work Comp
- Compensatory (16)
- Universal/Flex (17)
- Unavailable

One-Click Return Time:

| 1 Hour | 3 Hours |
| 4 Hours | 1 Day |

☐ Future Status

Returning: 12/03/2015   9:17 AM   ...

☐ **Unknown Date/Time**

Comment:

? **Help**

OK   Cancel

When finished, Click the **OK** button.