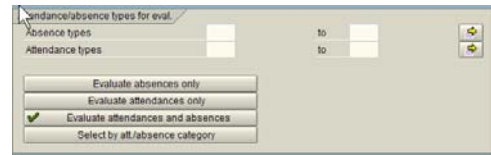


# Calendar Overview (PT90\_ATT) Cheat Sheet

(1) Type **PT90\_ATT** in the shortcut field and press **ENTER**.

(2) In the bottom third of the screen click the **Evaluate Attendances and Absences** button.




(3) Remove the Cost Center data.

(4) Select the calendar period you are searching for. Typically this is **Current Year**.

(5) Enter the Personnel Number for the employee.

(6) Click **Execute** icon. 

(7) Click the **Printer** icon (or **Absence Chart | Print**) to print the report. 

Attendance/Absence Data: Calendar View

Further selections Search helps

Period

Today  Current month  Current year

Up to today  From today

Person selection period To

Payroll period To

Selection

Personnel number 00112801 to

Employment status to

Personnel area to

Personnel subarea to

Employee group to

Employee subgroup to

Payroll area to

Cost center to

Attendance/absence types for eval.

Absence types to

Attendance types to

Evaluate absences only

Evaluate attendances only

Evaluate attendances and absences

Select by att./absence category

Period displayed

Monthly

Weekly

Alternative period

List format

Display organizational assignment

Display texts on organizational assignment

Generate statistics