PERFECT ATTENDANCE BONUS USPS-R 12/10/21

Since there is not currently a report in USPS-R that will provide perfect attendance information, here are a couple of steps that will give you the resources to determine who has perfect attendance, based on your district policy.

1. Go to CORE/COMPENSATION/CONTRACT COMPENSATION TAB
	1. Filter to include Employee ID, Last Name, First Name, Pos#, Eligible for Personal and Sick, FYTD Gross, Appointment Type, Position Description, Type, Description
	2. Filter Eligibility by True
	3. FYTD >0
	4. Filter Contract TYPE by C or Filter by Description to include only current contract period
	5. Run Report as Excel Data
	6. Save Report to Report Manager - Perfect Attendance Compensation
	7. In Excel Report -Filter Employee ID so they are in alpha order or smallest to largest if all numeric
	8. Click on Menu Item -DATA - Select -Remove Duplicates

 Click UNSELECT ALL button

 Click on NUMBER (Employee ID)

 Click OK

* 1. Now the Compensation Report is ready - Step 1
1. Go to CORE/ATTENDANCE
	1. Filter to include Employee ID, Last Name, First Name, Position #, Type, Category, Length, Unit, Activity Date,
	2. Filter Type: Absence
	3. Enter Date Range to include in Activity Date ex. 08/01/2021..11/30/2021
	4. Run Report: Excel Data
	5. Save Report to Report Manager - Perfect Attendance - Attendance Spreadsheet
	6. Filter Employee ID so they are in apha order or smallest to largest if all numeric
	7. Click on DATA - Select -Subtotal
* At Each Change - Select Number
* User Function - Select Sum
* Add Subtotal to: Select Length
* Click OK
* Next Click on the number 2 in the top left corner of the excel spreadsheet

Next you want to copy the subtotals to a separate sheet within your workbook

1. Highlight Employee ID and Length
2. Click on FIND AND SELECT/Click on GO TO SPECIAL
3. Click on Visible Cells Only
4. Now Copy highlighted cells and paste to the new sheet you just opened.

3.  **Number Field (Employee ID)** - click on FIND AND REPLACE -On the top cell Enter a space and the word Total. Leave the bottom cell blank. Click **replace all** then click Save.

 Now the Attendance Report is ready - Step 2

**To find employees with Perfect Attendance**

4. V-lookup starting with Compensation Report

* 1. Add a blank column next to Position number, Enter a header called Length to match the header in the Attendance Spreadsheet.
	2. Click in Length Column - row 2
	3. Click on menu item - FORMULA/ Lookup and Reference/ then select V-LOOKUP
	4. Function Arguments window will open
	5. Lookup\_Value: (click on row 2 of NUMBER (Employee ID) column)
	6. Table\_Array: (go to Absence Spreadsheet and highlight Columns A and B
	7. Column\_Index\_num: 2
	8. Range\_lookup: FALSE
	9. Click OK
	10. Click on row 2 in the LENGTH field and copy the cell to all other cells below it. (if a cell has N/A that means the employee had no leave days.) The other cells should contain the total of all leaves taken for Sick, Dock and Vacation.

These spreadsheets can be altered to meet your districts need for balancing for Perfect Attendance Bonus.