

Understanding Attendance Pages

The Attendance Pages are chock full of information! Attendance pages also provide a means for Squad Leaders to communicate directly with the Membership Office. SLs have many responsibilities – including understanding these pages and assisting members of their squads with attendance issues – and this sheet explains how SLs can maximize use of the attendance pages to share information (both giving and receiving) with the Membership Office. A laminated copy of this information sheet is available in every attendance book for reference.

This column shows if a member has signed up for one of the following jobs:
CHLD = Childcare room
OUTS = Cart and Curb management
SL = Squad Leaders

This column tells you when **cashiers are scheduled to start**. Please also read the "How It Works: Co-Cashiering" flier available near the cashier stations.

In this column, write the number of make-ups the **absent members are given for today's absence**; depending upon your squad's policy, members may be given either one or two make-ups.

These two columns contain the **work status and number of make-ups squad members owed** as of the date this page was printed. If the member is Active and owes zero make-ups, these columns will be blank.

EXAMPLE: Red Delicious owes 2 make-ups, and is on Alert. Red Berry owes 3 shifts and is suspended.

Below this sub-heading are FTOP members who have been **pre-scheduled** through the Membership Office.

EXAMPLE: Yellow Pepper scheduled this FTOP shift in advance through the Membership Office and will be the 9:30 am cashier.

Printed: dd/mm/yy

1 **Work Date: Committee/Squad:**

Scheduled Members Squad Leader Use Only | **Member Working (Regular or Sub)** Squad Leader Use Only

Prior Shifts Due	Work Status	Member Name	Assigned Job	Cashier Start Time	Member Number	Member Working	Number of Make Ups if Absent
		23232 Adzuki, Ben	CHLD		23232	Ben Adzuki	
		76767 Bean, Pinto	OUTS		76767	Pinto Bean	
		78788 Chokes, Arty		8:00\$		ABSENT	1
		45 Bronner, Lavendar	SL		45	Lavendar Bronner	
		89899 Mint, Spear			89899	Spear Mint	
		735 Dahlia, Blue	SL		735	Blue Dahlia	
		15649 De Lion, Dan		8:30\$	15649	ABSENT	2
2	ALERT	2020 Delicious, Red			2020	Red Delicious	
		123 Peach, Summer				ABSENT	
		4001 Top, Carrot			50020	Jane Doe	
3	SUSP	65439 Berry, Red			65439	Red Berry	
*** FTOP WORKERS BELOW***							
		3232 Cranberry, Cape	CHLD		3232	Cape Cranberry	
		28971 Pepper, Yellow		9:30\$	28971	Yellow Pepper	

EXAMPLE: For today's absence the squad assessed Arty Chokes 1, while DeLion was assessed 2.

The names of **all the scheduled members of this squad** will appear in this column. If a member's name does not appear, they were not officially a member of this squad on the date this page was printed. Members who think their names should have been pre-printed here must contact the Membership Office.

Members working on a shift must write their info in these columns. **Remember:** members who come to work might not be the people whose pre-printed info appears on the left side and who receive credit for the shift. **Why not?** Members may arrange trades with one another. All working members must write their name and member number on the same line as their pre-printed info (or the pre-printed info of the person for whom they are working).

EXAMPLE: Carrot Top, a regular member of this shift, has arranged a trade with Jane Doe. Since Jane is working for Carrot today, she will write her name and member number in the "Person Working" column to the right of Carrot's pre-printed information. **Carrot will get credit for this shift.**

Work Date: Committee/Squad:

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PAGE TWO

For MAKE-UPS Only (Subs Use Page 1)

Member to Receive Make-Up Credit						Member Working	
Member Name	Member #	Committee	Day of Week	ABCD	Start Time	Member Working	Member #
Johnny Jumpup	14381	SHOP	THUR	A	6pm	Johnny Jumpup	14381
Fava Bean	3335	RCV	Sat	D	1pm	Navy Bean	3336

These columns are where make-up workers should write the info of the person **who will receive credit** for this make-up shift.

These columns are where make-up workers should write the **info of the person working, who may or may not be the same person getting credit.**

EXAMPLE: Navy Bean is doing this make-up for Fava. So, Navy Bean writes his name in the "person working column" but writes Fava Bean's name in the "person to receive credit" column.

All members who owe time for more than four weeks will be suspended, unless an extension is recorded in the Squad Leader Notes Section Below.

FROM OFFICE: You can't give an extension to an absent member.

Squad Leader Notes to the Membership Office

Please be as Specific as possible when noting corrections, extensions, etc. Please refer to the date of the problem, what the problem was; what change should happen now. Please sign your notes

- 1) Please give Arty Chokes #78788 and Summer Peach #123 extensions.
- 2) Blue Dahlia #1357 was given 2 make-ups on 7/12/12, but we should have given her only 1. Please reduce.
- 3) Lavendar Bronner has agreed to be a third Co-SL on this shift.
- 4) Dahlia White was marked absent on our last shift 7/12/12 but she was really present.
- 5) Several members on the shift that follows ours are chronically late and our members often have to stay late to make sure shopping members are served. We've talked to their SL but there's been no change. Can you help?

EXPLANATIONS FOR THE SQUAD LEADER NOTES SECTION:

1. This note indicates that the SL wants to give these two members an extension. However, SLs may not give an extension to an absent member. Each time you work, look back at the pages from four weeks prior to see if the Membership Office wrote responses to any of your notes. In this case, you'd find the red note above explaining why the member was not granted an extension as you requested.

2. Let the Membership Office know when a member was given two make-ups and you would prefer they be assessed only one; please give the date of the absence in question.

3. When you **recruit a co-squad leader**, please write the Membership Office a note.
EXAMPLE: The office will add the "SL" designation to Lavendar Bronner's name and send her a New Squad Leader information packet.

4. Let the attendance workers know if a member was **wrongly marked absent**; please give us the date in question.

5. Let the Membership Office know about a **chronic problem** on your squad (for example, chronic shortage or surplus of workers).