

## Attendance on Customer Profile

Find the customer in the customer list for the agency.  
Click the last name to access the customer profile in ISETS

1. Click on EP/Case Management tab
2. Click on 3. Add Activities/Services
3. Open purple box
4. Click on pencil for CW or TJU or other activities that requires attendance to be tracked.

5. Click on Attendance tab
6. Click on week to which attendance is to be added.

Week	Total hours/week	Verified
7/31/2022-8/6/2022	0	<input type="checkbox"/> Not Verified
8/7/2022-8/13/2022	0	<input type="checkbox"/> Not Verified
8/14/2022-8/20/2022	0	<input type="checkbox"/> Not Verified
8/21/2022-8/27/2022	18	<input type="checkbox"/> Not Verified
8/28/2022-9/3/2022	8	<input type="checkbox"/> Not Verified

Featuring the hours remaining for CW and TJ at the top of the attendance tab so that agencies stay within budgeted hours.

**CW - Community Workfare**

**Earnfare Work Hours - Current Month: September 2024**  
Current Community Workfare Hours: 0 / 20

0%

**Current Transitional Job Hours: 0 / 35**

0%

Planned Start Date: 5/20/2024      # of planned weekly hours: 5.00  
Planned Completion Date: 6/30/2024      Status: Started/Open  
% Required Attendance:

7. **Enter time.**
  - a. If lunch is paid, do not enter lunch start or end
    - i. Check the box that paid lunch is included.
  - b. If lunch is not paid, enter lunch start and end.
8. **Save. Best practice is to Save before verifying.**

EDIT WEEKLY ATTENDANCE (WEEK OF 6/30/2024-7/6/2024) x

Day	Check In	Lunch Start	Lunch End	Check Out	Absent	Paid Lunch	Make-up Session	Updated
Sunday 06/30/2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Monday 07/01/2024	<input checked="" type="checkbox"/> 2:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 8:00pm	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A
Tuesday 07/02/2024	<input checked="" type="checkbox"/> 11:00am	<input checked="" type="checkbox"/> 2:00pm	<input checked="" type="checkbox"/> 2:30pm	<input checked="" type="checkbox"/> 7:30pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Wednesday 07/03/2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Thursday 07/04/2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Friday 07/05/2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Saturday 07/06/2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A

Required Weekly Hours:       Actual Weekly Hours:       Attendance %:

**8**   **9**

9. **Verify attendance.**
  - a. On the payroll entry, click Submit and Verify.
  - b. On the Attendance tab, spot check that the hours are entered correctly, then check the box to verify the attendance.
  - c. If a mistake was made on verified attendance, submit a help request to have it unverified.
10. **Click Add Activities/Services to complete the other activity. Repeat steps 3-9.**

Overview   Intake/Referral   **IEP/Case Management**   Customer Forms   Summary Tools

Status (Default)   Service Provider   **Attendance**   Earned Credentials

Career **10** Add Activities/Services / Edit Customer Service

EDIT CUSTOMER SERVICE

Profile: S [redacted]

**Email**  
Steven.Henry@noisetsemail.com  
Update Contact Info

**DOB** 12/12/1971

**Last 4 SSN** 7999

**Individual Number** 1 [redacted] 3

**Recert Date** 1/4/2023

**E&T Provider** Benton Township

**Program Enrollment** N/A

See All

**CW - Community Workfare**

Planned Start Date: 8/1/2022      # of planned weekly hours: 10.00  
Planned Due Date: 1/31/2023      Status: Started/Open  
% Required Attendance:

Week	Total hours/week	Verified
7/31/2022-8/6/2022	0	<input type="checkbox"/> Not Verified
8/7/2022-8/13/2022	0	<input type="checkbox"/> Not Verified
8/14/2022-8/20/2022	0	<input type="checkbox"/> Not Verified
8/21/2022-8/27/2022	18	<input checked="" type="checkbox"/> Not Verified <b>9</b>
8/28/2022-9/3/2022	8	<input type="checkbox"/> Not Verified

**Attendance must be verified for the 2606/2610 report to show the attendance in Section III – Daily Sign In/Out**

## Use the Group Attendance tool

This is an excellent tool to use for workshops and activities for which partners need to enter attendance for multiple participants.

1. From the Customer list or from the customer profile Overview tab, partners can access the Group Attendance Tool.
2. **Select** a Program – ISETS
3. **Select** a Provider – partner agency/grantee
4. **Select** an Activity – participants are currently active in a service or activity. Do not enter anything if you want to see a list of all participants who had an activity for a specific day.
5. **Select** a Day – today’s date or a past date.
6. **Click** the button to Enter Hours for Selected Date.
7. **Enter** the time for the participants that display in the list. Partners can also edit times for participants that already have time entered.
8. **Save**.

