

## FREQUENTLY ASKED QUESTIONS

### Questions regarding Keying Attendance:

**1. Can attendance be keyed on the date the LAB is to be run?**

Yes, if there is a Payroll Cycle, attendance can be keyed on PIP or CLAS. Attendance keyed on PIP requires a payroll cycle in order to interface with CLAS.

Attendance keyed on PIP on a no Payroll Cycle day will not process until the next Payroll Cycle. However, when you key attendance directly on CLAS, it updates immediately no payroll cycle is required.

**2. The employee transferred to another participating department/campus and I did not key attendance. What do I do?**

Key the attendance on PIP or contact the new department/campus and request they key the attendance.

**3. I keyed attendance on PIP and it didn't update - why not?**

Was everything keyed correctly on the PIP batch? Was the batch closed? Did employee have a position change? Check to see if a message was generated. If a message was generated, look up the condition and action to be taken in your Message Section in the Workbook.