

Viewing Job History

You can view short and longterm job history details in Absence Management.

Past Jobs

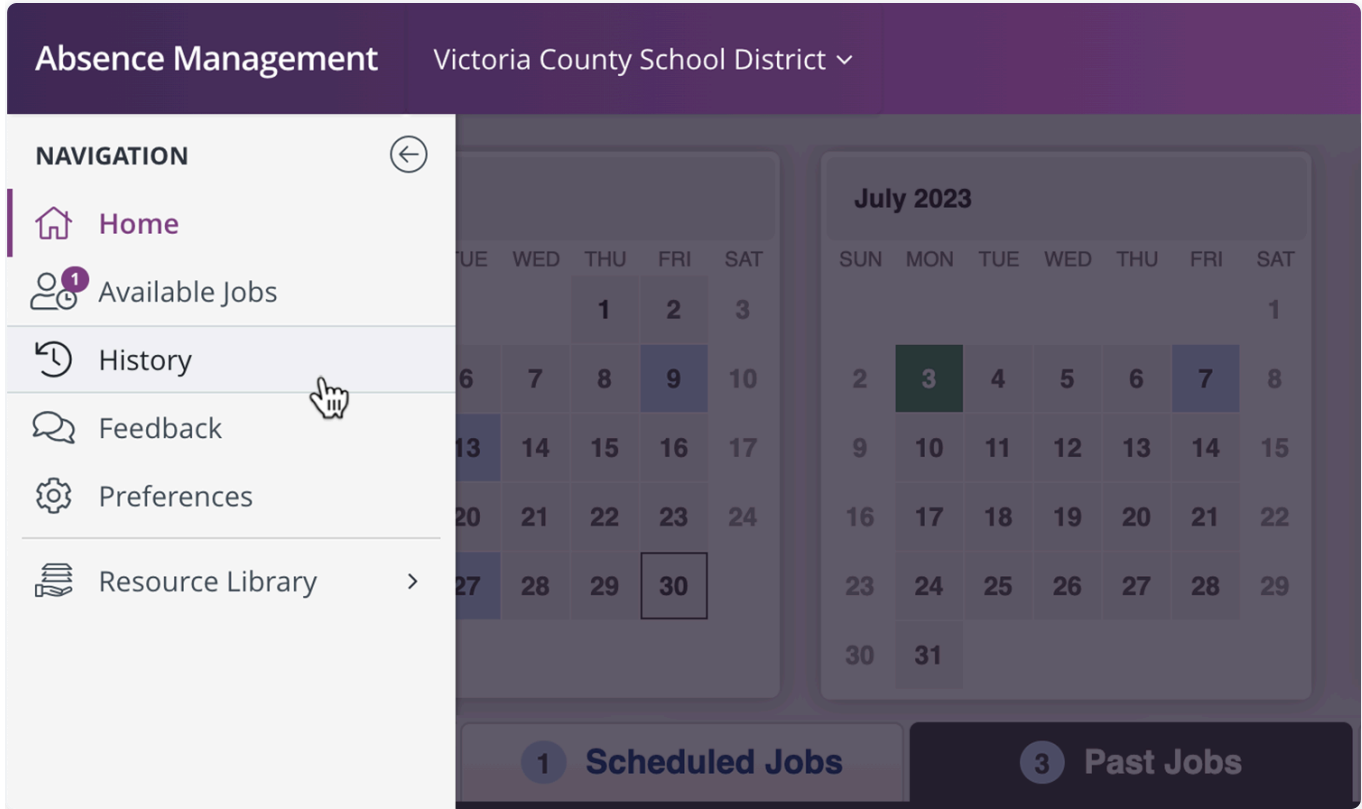
Select the "Past Jobs" tab on the homepage for a quick view of jobs worked in the past 30 days. Job history details include the date and time worked, as well as location and other relevant details.

The screenshot displays the 'Absence Management' interface for 'Victoria County School District'. At the top right, the user is identified as 'Melody Pond' in 'Multi-District View'. The main content area features three calendar views for June, July, and August 2023. Below the calendars are four tabs: 'Available Jobs' (1), 'Scheduled Jobs' (1), 'Past Jobs' (3), and 'Non Work Days' (0). The 'Past Jobs' tab is active, showing a list of jobs for the past 30 days. The list includes columns for Date, Time, Duration, and Location. Two job entries are visible:

Date	Time	Duration	Location
Pond, Amy Report to: Main Office CONFIRMATION #584856088			
Fri, 6/9/2023	7:00 AM - 3:00 PM	Full Day	Victoria County School District VC Elementary Schools
Beasley, Pam Report to: Main Office CONFIRMATION #583309788			
Tue, 6/13/2023	8:00 AM - 5:00 PM	Full Day	Victoria County School District Coal Hill School

History














Select **History** from the side navigation to extend your job history search beyond 30 days.



This selection displays any jobs worked during the previous 60 days, by default. You can also search ranges for the last 90 days, the last 120 days, this school year, last school year, and custom.

Displaying: 5/1/2023 to 6/30/2023



Select a date range: **Last 60 days** Last 90 days Last 120 days This School Year Last School Year Custom




3 Jobs		0 Non Work Days	
Date ▲	Time	Duration	Location
Pond, Amy   Report to: Main Office CONFIRMATION #584856088			
Fri, 6/9/2023	7:00 AM - 3:00 PM	 Full Day	Victoria County School District VC Elementary Schools  
Beasley, Pam  Report to: Main Office CONFIRMATION #583309788			
Tue, 6/13/2023	8:00 AM - 5:00 PM	 Full Day	Victoria County School District Coal Hill School  
Barker, Bob  Report to: Main Office CONFIRMATION #586352833 Leave Feedback			
Tue, 6/27/2023	11:00 AM - 6:00 PM	 Full Day	Victoria County School District Victoria County Community Schools  

Select the **Custom** link to create a custom date range. Use the date selectors to enter your custom date range and click **Go** to view results.

Displaying: 5/1/2023 to 6/30/2023

Select a date range: **Last 60 days** Last 90 days Last 120 days This School Year Last School Year Custom

From 5/1/2023  to 6/30/2023  [Go](#)

3 Jobs			
Date ▲	Time	Duration	Location
Pond, Amy   Report to: Main Office CONFIRMATION #584856088			
Fri, 6/9/2023	7:00 AM - 3:00 PM	 Full Day	Victoria County School District VC Elementary Schools 