

## Substitute Work Summary Report

This will generate a report of Instructor absences and the substitute assigned.

EzStart -> Office Apps -> Human Resources -> Substitute Management System -> Substitute Work Summary Report

1. Select the location.
2. Select the beginning and ending dates.
3. Enter the substitutes and/or the Instructor to filter the list.

### Substitute Work Summary Report

Location: All  
 Begin Date:  
 End Date:  
 Substitute:  
 Employee Service For:

Organization: Lumen School  
 Printed On: 11-23-2016

Substitute	Date of Service	% of Day Worked	Location	Employee Service For	Reason
Davis, Kristin	01-05-2015	100.00	FS, West, Camp	Lynchard, Donny	Medical
	01-06-2015	100.00	FS, West, Camp	Lynchard, Donny	Medical
	01-07-2015	100.00	FS, West, Camp	Lynchard, Donny	Medical
	01-08-2015	100.00	FS, West, Camp	Lynchard, Donny	Medical
	01-09-2015	100.00	FS, West, Camp	Lynchard, Donny	Medical