

**Select originating cluster**

/s/ Dave Lyda  
**Authorized Signature**

**Number:** SS-IM-08-011  
**Issue Date:** 03/13/2008

**Topic:** Systems Issues

**Subject:** Recording Excused Absences & Holidays in TRACS

**Applies to (check all that apply):**

- |   |  |
|---|--|
| <input type="checkbox"/> All DHS employees<br><input type="checkbox"/> Area Agencies on Aging<br><input checked="" type="checkbox"/> Children, Adults and Families<br><input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> County Mental Health Directors<br><input type="checkbox"/> Health Services<br><input type="checkbox"/> Seniors and People with Disabilities<br><input type="checkbox"/> Other (please specify): |
|---|--|

**Message:** When recording attendance in TRACS, enter only the number of hours the client actually attended (or worked) in the Actual Hours field. Do not include hours for any absences. Do not include any excused absence hours or holiday hours in the actual hours. All missed hours, for any reason, are absences, and should be accounted for in the absence record.

Mark all missed hours as absent, either excused or unexcused, and select a reason. Although Federal requirements allow us to count a portion of excused and holiday hours toward participation, staff do not have to track those hours. When excused absences (including holidays) are entered into TRACS and resolved as excused, these hours are recorded in a separate table. For the Federal participation report, Central Office adds the excused absence hours and holiday hours (up to the limit allowed) to the actual hours for the total participation hours.

*If you have any questions about this information, contact:*

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