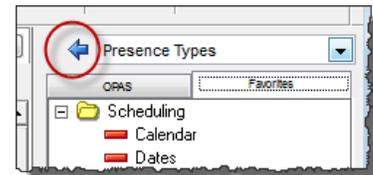


Creating Musician Attendance Types

Attendance Types or “Presence Types” are the means by which you indicate a musicians’ absence or presence for any service. The specific list of presence types is unique to your orchestra, and can be reconfigured as you need.

Open the
Presence Types
area

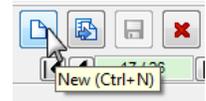
To create, edit or delete Presence Types, the menu item from the alphabetical list of program areas at the top right of the application.



OPAS will open the **Presence Type** area on a new tab.

To edit any existing attendance type, click its name in the **List** pane at the bottom of the screen. That attendance will be loaded into the top, Main pane (see below).

To create a new attendance type, click the New icon in the lower right-hand corner of the screen.



Define the
Attendance
type

Type or select...

[A] The **Name** of the new attendance type,

[B] The **Code** or abbreviation

[C] A **Color** for the attendance type. The Code and Color will appear in the **Service Attendance** grid when you assign this new attendance type.

[D] The **Order** is optional and used when you want attendance categories to appear in a set order in when assigning them in the **Service Attendance** grid.

[E] The **Present** check box is among the most important fields on the screen. This check box indicates whether a musician assigned this attendance type is physically on the stage (the box is checked) or not (unchecked). This setting supersedes any others on this screen

and is the primary criterion used in all attendance analysis reports and to indicate musicians’ presence at services.

Name	Code	Present	Stand By	Present %	Free %	Per Diem %	Pay Amount	Activated
On Hold	Call	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	0.00	0.00	50.00	<input checked="" type="checkbox"/>
Optional Leave (unpaid)	UnpL	<input type="checkbox"/>	<input type="checkbox"/>	0.00	100.00	0.00	-100.00	<input checked="" type="checkbox"/>
Present	P	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.00				<input checked="" type="checkbox"/>
Present - Move Up	SECTN M-U	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.00	0.00	100.00	100.00	<input checked="" type="checkbox"/>
Present: Make-up	M-UP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.00	0.00	100.00	100.00	<input checked="" type="checkbox"/>

[F] The **Stand By** box is used *only* if your orchestra indicates a musician is counted as being present when he or she is on 'stand by' or is 'in reserve'

Order Stand By **F** Activated **G**

[G] The Activated box should be checked by default and indicates this attendance category is in active use. Unchecking this box will cause the attendance to no longer appear in the **Service Attendance** grid.

[H] While the “Present” check box is the primary indicator of whether or not a musician is physically there at a rehearsal or concert, the four percentage fields in the middle of the Main pane indicate the *level* to which the musician is there or not there. For most U.S. organizations, these fields are typically set to either 0% or 100%.

Present % **H** Free %
 Pay Amount % Per Diem %

- **Present %** - this indicates the amount “credited” when this attendance type is assigned to the musician. If the “Present” box is checked (item 5 above) then this value is typically set to 100%; the musician is present and receives the full value of the service. A possible exception could be a presence type called “Late”: The musician is “Present” – the box in item 5 is checked – but the musician only gets 75% or 80% credit for his/her participation in the service
- **Free %** - likewise this field indicates how much “off” the musician is counted for absent services. Typically, when the “Present” box is unchecked, this value is set to 100% - the musician is Not Present for the assigned service, and “is counted” for the full value of the service
- **Per Diem %** - this field is used for payroll calculations and is set to 0% unless you have consulted with OPAS Technical Support
- **Pay Amount %** - this field is used in payroll calculations and is indicates how much of the base pay due a musician receives when he/she is assigned this presence type. Typically, if the musician is “Present” (the check box in item 5 is checked) then the Pay Amount is typically 100%; if the musician is not “Present” (the check box in item 5 is un-checked) then the Pay Amount is typically 0%.

[I]/[J] The Amount and Expense Type drop-downs are used in payroll calculations.

Expense Type **I** Amount **J**

They associate this presence type with a specific fixed payments and/or payment types (for example, an attendance type that signifies advancement in a section could be associated with a “move-up” pay increase). As these values can either overwrite default payroll settings or add to default settings, they should not be used except in consultation with Technical Support