

Document Information

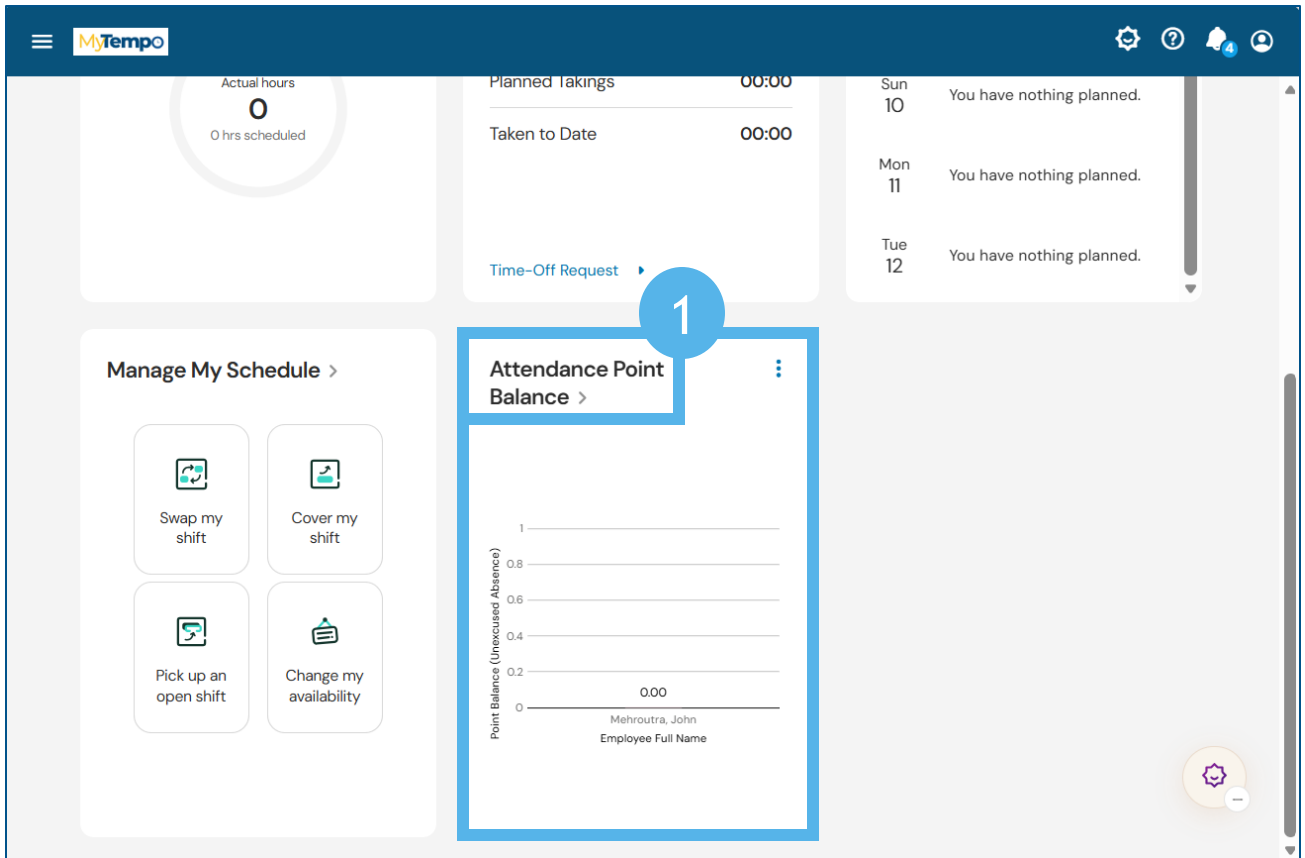
How-To Guide	Viewing Your Attendance Point Balance
Relevant Audience(s)	Frontline/Field Associate, Clerical Hourly/SNE
Topic(s) included	How to view your attendance point balance
Version	V1
Date Last Updated	06-23-2026
Date Last Reviewed	06-02-2026

This how-to guide will cover the following topics:

- How to view your attendance point balance

How to View Your Attendance Point Balance

1. From the home page, look for the **Attendance Point Balance** tile and select Attendance Point Balance.



The screenshot shows the MyTempo home page interface. The top navigation bar includes the MyTempo logo, a hamburger menu, and icons for settings, help, notifications, and profile. The main content area is divided into several sections:

- Actual hours:** A circular gauge showing 0 hrs scheduled.
- Planned Takings:** A section showing 00:00 for both Planned Takings and Taken to Date.
- Time-Off Request:** A link to view time-off requests.
- Manage My Schedule:** A section with four tiles: "Swap my shift", "Cover my shift", "Pick up an open shift", and "Change my availability".
- Attendance Point Balance:** A tile highlighted with a blue box and a circled number 1. It displays a bar chart showing the point balance (Unexcused Absence) for the employee Mehroutra, John, with a current balance of 0.00.
- Calendar:** A section showing the calendar for the week of Sun 10 to Tue 12, with no planned events.

2. From the Attendance Summary page, select the **Timeframe** drop down.

Attendance Summary

2

Dataview

Attendance Summary

Timeframe

Current Pay Period

Location

All Home

Loaded

7:11 AM

Select all

Refine

Zoom

Details

Share

Restore

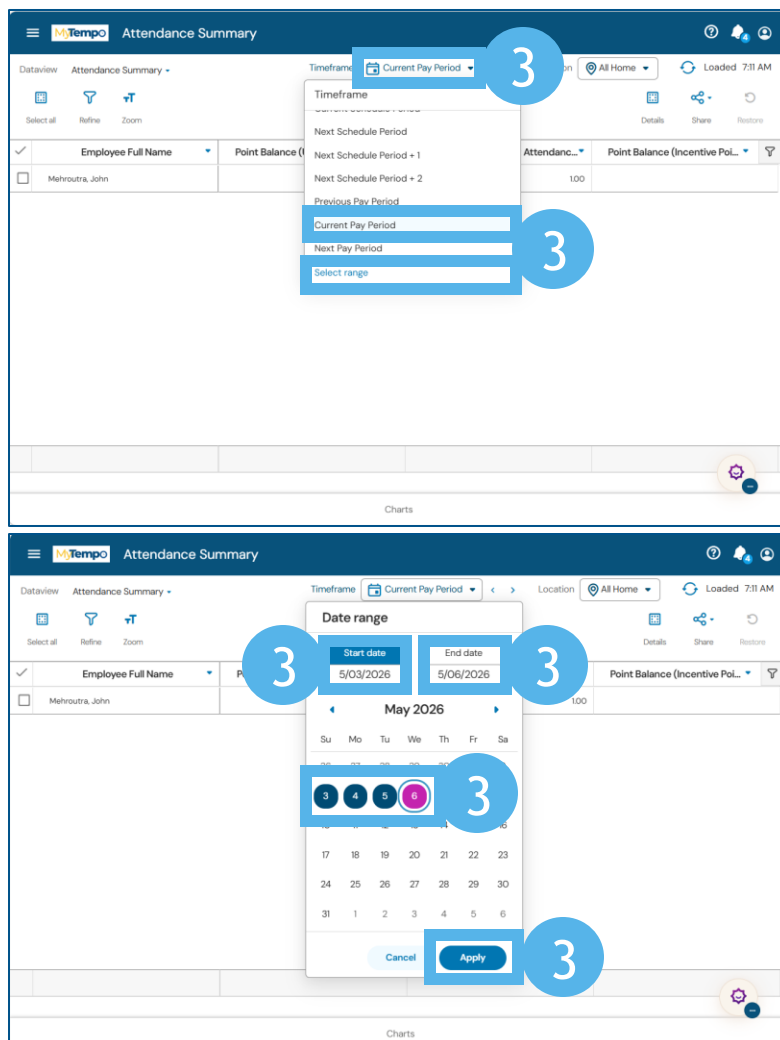
✓	Employee Full Name	Point Balance (Unexcused Absen...	Point Balance (Perfect Attendanc...	Point Balance (Incentive Poi...	
☐	Mehroutra, John	0.00	1.00		

Charts

3. From the **Timeframe** drop down, select the required timeframe by either:

- Selecting it from the list, or
- Selecting **Select Range** to manually enter the **Start date** and **End date**, or
- Selecting the start and end dates from the calendar.

Select **Apply** to confirm your selection.



The image displays two screenshots of the MyTempo Attendance Summary interface, illustrating the steps to select a timeframe.

Top Screenshot: The "Timeframe" dropdown menu is open, showing options: "Next Schedule Period", "Next Schedule Period + 1", "Next Schedule Period + 2", "Previous Pay Period", "Current Pay Period", "Next Pay Period", and "Select range". The "Current Pay Period" option is highlighted with a blue circle and the number 3. The "Select range" option is also highlighted with a blue circle and the number 3.

Bottom Screenshot: The "Date range" dialog box is open, showing the "Start date" as 5/03/2026 and the "End date" as 5/06/2026. The "May 2026" calendar is displayed, with the date 3 highlighted with a blue circle and the number 3. The "Apply" button is highlighted with a blue circle and the number 3.

4. Review your attendance point balance:
- Unexcused Absence
 - Perfect Attendance
 - Incentive Points

Attendance Summary

Timeframe

Current Pay Period

Location

All Home

Loaded 7:11 AM

Select all

Refine

Zoom

Details

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Restore

☒	Employee Full Name	Point Balance (Unexcused Absence)	Point Balance (Perfect Attendance)	Point Balance (Incentive Points)
☐	Mehroutra, John	0.00	100	

Charts

4