ATTENDANCE REPORTS PROCEDURE

In order to maintain a process for accurately recording attendance and use of leave as an employee of the College, attendance must be submitted to the supervisor for review and approval according to an established schedule.

I. Administrative and Professional/Technical Staff (Exempt)

Semi-monthly attendance records are completed by faculty, administrative staff and exempt professional/technical staff documenting leave taken. The records are approved by the supervisor and submitted to the payroll office.

II. Professional/Technical and Support Staff (Non-exempt)

To comply with state and federal laws, and to keep accurate records of time worked, non-exempt professional/technical staff and support staff maintain semi-monthly time records documenting hours work and leave taken. Time records are approved by immediate supervisors and submitted to the payroll office.

III. Hourly/Temporary Staff

To comply with state and federal laws, and to keep accurate records of time worked, hourly/temporary staff complete semi-monthly time records documenting hours worked. The time sheets are approved online by the supervisor prior to processing by the payroll office.