

## **LEAVE and ATTENDANCE REPORTING POLICY**

### **Faculty, Guild and Exempts**

Leave reporting is to be done via Banner's self-service system. Each month's reports are to be completed and submitted for supervisory approval by the 8<sup>th</sup> of the following month (e.g., October reports should be entered by November 8<sup>th</sup>). rr10(ei)-6(s)]TJ , (g)10( o1euH)2.Tj 0.rn .-8sre

### **White Collar**

White collar staff will manually enter their hours responsible for submitting their completed time card for each pay period. Employees who are absent are still responsible for submitting their time cards within the stated timelines.

need to review and approve these reports by noon on Wednesday, October 7<sup>th</sup>). Supervisors with approval responsibilities who are absent during the approval period must designate an alternate (“proxy”) supervisor to approve time cards as necessary.

Supervisors are also responsible for completing and submitting an absent employee’s timecard on those rare occasions where an employee is unable or has failed to do so. If questions regarding this arise, the Human Resources department should be contacted for assistance.

### **Blue Collar and Security**

Blue Collar and Security employees must record arrivals and departures from work through use of their designated time clock. Employees are responsible for maintaining their own time cards. Employees who are absent are still responsible for ensuring that their time cards are submitted within the stated timelines.

Supervisors with approval responsibilities need to review and approve these time cards by noon of the following Wednesday (e.g., if the pay period ends on Sunday, October 4<sup>th</sup>, time should be submitted for approval no later than Monday, October 5<sup>th</sup>; supervisors need to review and approve these reports by noon on Wednesday, October 7<sup>th</sup>). Supervisors with approval responsibilities who are absent during the approval period must designate an alternate (“proxy”) supervisor to approve time cards as necessary.

Supervisors are also responsible for completing and submitting an absent employee’s timecard on those rare occasions where an employee is unable or has failed to do so. If questions regarding this arise, the Human Resources department should be contacted for assistance.

### **College Aides and other Part-time Staff**

College Aides and other part-time staff will manually enter their hours worked on time cards. Employees are responsible for submitting their completed time cards the day after the close of each pay period. Supervisors with approval responsibilities need to review and approve these time cards by noon of the following Wednesday (e.g., if the pay period ends on Sunday, October 4<sup>th</sup>, time should be submitted for approval no later than Monday, October 5<sup>th</sup>; supervisors need to review and approve these reports by noon on Wednesday, October 7<sup>th</sup>). Employees who are absent are still responsible for ensuring that their time cards are submitted within the stated timelines.

Supervisors with approval responsibilities who are absent during the approval period must designate an alternate (“proxy”) supervisor to approve time cards as necessary. Supervisors are also responsible for completing and submitting an absent employee’s timecard on those rare occasions where an employee is unable or has failed to do so. If questions regarding this arise, the Human Resources department should be contacted for assistance.

## **Employees' Responsibilities**

Each employee is responsible for regularly reviewing accrual balances reflected in the Banner system's self-service portal and/or payroll check stub. Questions regarding the