7.000   **ATTENDANCE RECORDS**

7.100   **Department Head Responsibility**

The regular workweek of full-time employees is 37 ½ hours, excluding meal periods, consisting of five days of 7 ½ hours per day.

Department heads have the responsibility for ensuring that their employees maintain and work the hours which they are scheduled to work, including designating time approvers. Department heads are also responsible for regularly monitoring and analyzing attendance records and for taking prompt and decisive action whenever an employee is absent excessively or abuses the sick leave program.

7.200   **Time and Attendance Policies and Procedures**

A.   In HR/CMS, the bi-weekly payroll system, employees accrue sick and vacation time at the end of each pay period on an hour-per-hour basis and balances of accrued time are recorded on each employee's direct deposit advice. In order for accrued time to be accurately reflected on their direct deposit advice, employees submit their time in Self Service Time and Attendance (SSTA) on a weekly basis (i.e. REG, sick, vacation, personal time taken and compensatory time taken or earned as well as other attendance exceptions).

B.   Although the Attendance Calendar (Appendix C, Form F-8) is no longer required since the onset of SSTA, the Human Resources Department will still distribute it upon request. This form provides the department head with a paper record of each employee's hours worked, including overtime hours, absences and the reasons for absences. The reverse side of the form provides for a record of time earned, taken and balance due an employee under employee benefit programs, i.e., vacation, sick leave, also tracked in HR/CMS.