

INSTRUCTIONS FOR MONTHLY ATTENDANCE REPORT

For a new hire, transfer or when a preprinted form is not available, use a blank form and print the For Month Ending date, Employee ID, Employee Record Number, Employee Name, Department ID, Department Name, Total Effort and Short Code(s) and Effort for each short code.

Exempt staff members do not need to report hours worked. Only report absences from your normal work schedule to the nearest half-day increment. Convert half-day increments to hours for time report only. Each half-day stands alone, short absences (i.e. 1 hour) are not to be accumulated for consolidation and reporting at a later time (SPG 201.64). Absence of a majority of a half-day (based on your work schedule) is considered a half-day absence for reporting purposes.

Enter the time report code and the number of hours pertaining to that time report code in the proper day(s). Complete the tenths position.

Overtime hours must be submitted to Payroll using the Special Payment Form.

EXCEPTION CODES/DESCRIPTIONS

ADV	Overtime Added to Vacation	JRD	Jury Duty
BVA	Borrowed Vacation (4)	MIL	Military (1)
EDU	Educational Time	OTB	One Time Bank
ECA	Emergency Closing Absent (2)	PTS	Paid Time Off Scheduled
ECW	Emergency Closing Worked (3)	PTU	Paid Time Off Unscheduled
ETW	Excused Time - Without Pay	SEW	Season Time Worked
ESF	Extended Sick - Full Pay	SEA	Season Time Off
ESH	Extended Sick - Half Pay	SCK	Sick - Preventative (Appts)
FRL	Funeral Time	SCL	Sick - Illness, Injury
HOL	Holiday	SKF	Sick - Family Care
HSB	Holiday Substitution	UET	Unexcused Time - Without Pay
HPB	Hospital Business	VAC	Vacation
HWR	Hours Worked on Holiday 1.0	HOV	Holiday on Scheduled Day Off - Add to Vac

1. Additional documents required : see SPG 201.33
2. Absence during declared emergency closing
3. Time worked during declared emergency closing
4. Due to Christmas/New Year's closure

**FOR ATTENDANCE QUESTIONS, REFER TO THE "PAYROLL DEPARTMENT" LISTING
IN THE STAFF DIRECTORY FOR THE PROPER PHONE NUMBER.**