PROCEDURES FOR SUBMISSION OF COMPUTERIZED ATTENDANCE REPORTS FOR COLLEGE ASSISTANTS

Effective February 5, 2001, submission of manual timesheets will no longer be required and the Simplex system will be the official attendance tracking system for all College Assistants and Tutors.

Since the Simplex system output is the primary source of information for payroll actions, the following procedures must be followed carefully. Otherwise, accurate and timely payment of salaries cannot be guaranteed. Late, incomplete, incorrect or unauthorized attendance information may result in no pay or partial pay.

- The new attendance tracking system will require the use of swipe cards. A swipe card will be issued to each College Assistant or Tutor upon submission of the *College Assistant Confirmation Form* with the following information:
    1. Weekly work schedule showing assigned daily work hours
    2. Total number of work hours allowed per week
    3. Total number of work hours allowed for duration of appointment
    4. Work location, specifying building and room number
    5. Phone number where employee and supervisor can be reached
    6. Specific department/budget code to be charged for the assignment

- Changes in the College Assistant Assignment Confirmation Form must be reported to Personnel immediately by filling out a revised form.

- The work schedule reported in the College Assistant Assignment confirmation form must be strictly followed.

Sample Work Schedule

College Assistants XX was assigned the following hours---
>   Monday 9:00 AM – 1:00 PM
>   Tuesday 9:00 AM 1:00 PM
>   Wednesday 9:00 AM - 1:00 PM
>   Thursday 9:00 AM - 1:00 PM

Hours worked off schedule without specific authorization will not be paid. If on Tuesday he comes in at 8:30 AM and leaves at 1:00 PM, he will be paid for working 4 hours.
=4 hours

Tardiness will be penalized. If on Wednesday he arrives to work at 10:00 AM and leaves at 1:00 PM, he will be paid for working 3 hours.
=3 hours

Cutting off early, before scheduled departure time will be penalized. If on Thursday, College Assistant XX comes in at 1:00 PM and leaves at 4:00 PM instead of 5:00 PM, he will be paid for working only 3 hours.

Authorized hours worked off schedule will be paid. If on Friday, College Assistant XX comes in at 9:00 AM and was asked by the Department Head to work until 2:00 PM, he will be paid for working 5 hours provided the Department Head indicates (writes) his authorization on the computerized attendance report.
=5 hours

> In this particular illustration,
> College Assistant XX will be paid for
> Working a total of 20 hours.

College Assistants are expected to proceed to their work location or station immediately after swiping in. A maximum of 6 minutes travel time from the swiping stations to the work locations will be allowed. Department Heads/Chairs or designated timekeepers must make the necessary indications on the attendance printouts when there is an inordinate difference between the time indicated on the attendance printout and arrival time in the department so appropriate changes can be made by Personnel.

Absences will be indicated by the lack of entries (gaps) in those spaces where time swipes would have been printed. Department Heads/Chairs or designated timekeepers should then put such entries as "annual leave", "sick leave", "jury duty", "unauthorized absence", etc. as appropriate and subject to availability of leave accruals.

College Assistants who have been assigned to work more than 6 hours in a particular day must take a mandatory, unpaid lunch hour

College assistants who work more than one department just notify all of their supervisors about their other work assignments. Assignments that overlap will not be allowed. In addition, since attendance tracking is linked to budget monitoring, College Assistants with multiple assignments must report attendance in each department by swiping in and out of every assignment. Failure to do this will result in incomplete pay.

- Personnel will print the attendance reports for distribution by the Mail Room in time for the 12:00 noon mail pick up every Monday following each Friday payday. In the event of any system failure or delay, e-mails or faxes advising alternative procedures or instructions will be sent by Personnel to all departments.

- All attendance reports must be returned personally or by inter-office mail to be received in Personnel no later than 4:30 PM of the Monday following each Friday payday. In the event of emergencies, signed/approved attendance reports as well as documents that complete or correct submissions may be taxed to Personnel (Ext. #6621), also no later than 4:00 PM of the Tuesday following payday. Originals for taxed documents must be sent by inter-office mail to Personnel with the indication "copy taxed on 00/00/00 (date)." No pay will be generated for any employee whose attendance cannot be verified.

- Each supervisor will name a timekeeper to sign/approve timesheets in his/her absence, as well as provide Personnel with the phone and fax numbers that Personnel can use in matters pertaining to the administration of attendance reports.

- Supervisors will review each report carefully --- making sure all blanks or missing information have been filled and that all entries are accurate. Supervisors must correct mistakes in the report and affix their initials after each correction. They must also provide

any missing information pertaining to the employee's absence. Only those attendance reports that have been signed and approved by supervisors will be processed by Personnel.

- Revised information or adjustments authorized by supervisors and Personnel will be reflected in the paychecks issued the following pay period.

- All supporting documents --- medical notes, jury duty summons, military calls to duty, application for Family Medical Leave Act, requests for leave, overtime approval forms etc. must be attached to the attendance reports that cover the dates being excused or credited/debited from annual leave accruals.

- Requests for Leave must be approved by supervisors and submitted to Personnel at least 5 days before the commencement of the leave.

- When submitting medical documentation, the submission must consist of the following or it will be deemed incomplete: (1) A complete clinical/medical diagnosis, (2) How the condition renders the person disabled from performing his or her assigned duties; (3) A prognosis; and (4) When (or under what conditions) the person would be able to resume his or her assigned duties.

Attendance tracking results are linked to payroll. Late, incorrect or incomplete attendance information will result in no pay or partial pay in the following pay day. On occasions when the computerized clocks are not working, attendance may be logged on special forms available in the Security Kiosks within each building.

Contacts

Dulce Ryan, Payroll
718-518-6869, dryan@hostos.cuny.edu

Cathleen Hodge-Wilkin, Human Resources
718-518-6651, cwilkin@hostos.cuny.edu