

# ABSENCE & ATTENDANCE CERTIFICATION REPORT INSTRUCTIONS

## GENERAL INFORMATION

The guidelines that follow have been established to assist staff, faculty, managers and supervisors with the completion of the Absence and Attendance Certification Report which is used monthly to report absences OR certify that no time off has been taken during the pay period. Specific language regarding leave usage and accruals may be referenced in your respective CSU bargaining contracts, the Management Personnel Plan, California Statutes and Administrative Codes, resolutions of the Board of Trustees, or any other CSU regulation, federal or state law.

- Full-time or part-time employees:** record your Absences and Attendance Certification Reports on this form for each pay period.
- Hourly intermittent employees:** record absences on this form and attach this completed form to their timesheet which is then submitted to Payroll. Hourly intermittent employees receive vacation/sick leave accrual after working 160 hours. Before recommending approval for sick leave by an Hourly Intermittent Employee, supervisor shall certify that the employee was scheduled to work during the hours reported for sick leave.
- Advance notification:** Employees have the responsibility to give their supervisor advance notification when they anticipate a future absence. When unanticipated emergency causes the absence, the employees are responsible for notifying supervisor as soon as possible and keeping their supervisor informed as to the possible date of return. Employees are also responsible for promptly reviewing and signing their Absence & Attendance Certification Report at the end of the pay period and submitting to supervisor for review and authorization signature.
- Supervisor responsibility:** Each supervisor is responsible for seeing that employees comply with the regulations governing absence from work. The supervisor is then responsible for promptly reviewing and signing the employee's absence report and forwarding to the Payroll Office.
- Filling out form:** When completing this form, the month is to coincide with the month designated on the CSU Stanislaus College Year Calendar for the current fiscal year. If the month on the calendar begins on the 31<sup>st</sup>, the 31<sup>st</sup> would be the first day of the pay period. To view the calendar, go to: <http://www.csustan.edu/hr/>.
- Reporting an absence:** To report an absence select the row on the grid that pertains to the type of absence, then record the number of hours and/or fractional amounts on the grid in the middle section of this form. All vacation and sick leave can be reported in tenths of an hour. For your convenience, a time conversion chart is listed below:

TIME CONVERSION CHART  
MINUTES = TENTHS

1 to 6 = .1	25 to 30 = .5	42 to 48 = .8
7 to 12 = .2	31 to 36 = .6	49 to 54 = .9
13 to 18 = .3	37 to 42 = .7	55 to 60 = 1.0
19 to 24 = .4		

- Exempt employees:** who are exempt from the Fair Labor Standards Act (FLSA) are not docked or charged leave credits for absences of a partial day. Leave accruals or dock of exempt employees are only used for absences of full days. A full day is whatever an employee's normal schedule is. Example: if scheduled to work 4 hours on Friday and the employee calls in sick for the day, then 4 hours of sick leave must be charged. However, for faculty or any academic-year classified employee reporting sick leave usage: for every day a full-time faculty or academic-year employee is out sick, it counts as a one 8 hour day regardless of the number of hours absent on that date. Therefore, employees in these pay classifications are required to charge 8 hours of sick leave for these days of absence. Part-time Faculty are only charged sick leave for the fraction they are appointed to, as opposed to a full 8 hour day. Since these appointments vary considerably, please check with the Faculty Affairs or Payroll for the appropriate number of leave usage to record.
- Completion of form:** After completion of this form, forward to your supervisor for review and signature and submit to Payroll no later than five (5) working days after the end of the pay period.

## SPECIFICS FOR COMPLETING THIS FORM:

**Pay Period Information:** Enter the month and year of the pay period.

### Contact Information:

**Name, SSN:** Type in your last, first name and middle initial. Insert the last 4 digits of your social security number.

**Time Base:** Enter the time base of your appointment in decimal format. For example: F/T = 1.00, ¾-time = .75, ½-time = .50, INT = hourly intermittent.

**Pay Plan:** check the box the appropriately matches your employment status.

**Alternate Work Schedule:** Insert your scheduled days off.

**CB/ID:** Refers to the Collective Bargaining/Identification number and can be found on the CSU Salary Schedule. Examples are: R01, R02, R03, R04, R05, R06, R07, R08, R09, R11, C99, M80, M98. From the drop down menu, select the example that coincides with the collective bargaining agreement your working classification is under.

**Dept Number:** Leave blank; Payroll will complete the department number.

## Absence Types:

**Family Medical Leave (FML):** If you are approved by Human Resources for FML, enter a check mark in the graph on the date FML was used. On the lines below FML, record the number of vacation or sick leave hours used or record dock if off work and no leave is used.

**Sick Leave - Self and Sick Leave Family Illness:** Enter the relationship to you of the immediate family member the illness pertains to. Indicate the number of hours or fractional amounts used, on the corresponding date box, to report sick leave usage for yourself or an immediate family member.

**Sick Leave - Death in Family:** Enter the relationship to you of the deceased. Indicate the number of hours or fractional amounts used in the corresponding date box.

**Bereavement Leave:** Enter the relationship of the deceased to you and indicate the number of hours or fractional amounts used in the corresponding date box.

**MPP Paid Administrative Leave (ADML):** Contact Human Resources for instructions to complete this section.

**Vacation:** Indicate the number of hours or fractional amounts used in the corresponding date box.

**Using Overtime Credits (CTO):** When using overtime credits, commonly referred to as Compensatory Time Off (CTO), record the number of hours or fractional amounts used in the corresponding date box. Time can be reported in tenths of an hour. To record overtime credits, complete the Authorization for Overtime form at: <http://www.csustan.edu/hr/Payroll/FormsPublications.html>. The Authorization for Overtime form must be approved by your supervisor and on file with Payroll.

**Using Holiday Credits:** When using holiday credits, record the number of hours on the corresponding date box.

**Personal Holiday:** The personal holiday must be taken on one day, it cannot be used over a period of more than one day. If you are a full-time employee you earn and report an 8 hour personal holiday. If you are a half-time employee, you earn and can only report a 4 hour personal holiday. Record your usage in the corresponding date box.

**Maternity/Paternity Leave:** Record the number of hours used for this leave type.

**Dock:** Dock means the employee is not authorized to receive pay for the number of hours indicated on this form. Record the number of hours docked in the corresponding date box.

**Other Administrative Action:** Used to report any other administrative leave action not indicated elsewhere on this form.

**Jury Duty or Subpoenaed Witness:** An employee may be absent with pay for time actually served to perform jury duty or for time subpoenaed as a witness in a court case when the employee is neither a party nor an expert witness, providing the employee remits the fee to the State. If the fee is retained, either a charge is made against the employee's accumulated leave balance or absence is without pay. It is up to the employees to demand of the party requesting their appearance a subpoena and whatever fees and travel allowance that may be allowed by law. Each county has different procedures for processing this fee. When you report for jury duty, check-in with the desk clerk for their courts procedures. Witness fees for a civil trial are governed by Government Code Sections 68093-89096 and the fee for a criminal trial is governed by Penal Code Section 1329. The employee may keep travel allowance. *NOTE: Submit all jury confirmation receipts with the Absence and Attendance Certification Report.*

**PAYROLL USE ONLY SECTION:**

**Military Leave:** Attach a copy of any applicable military order to the Absence and Attendance Certification Report form prior to sending to Payroll.

**Non-Industrial Injury (NDI):** A benefit paid to eligible employees who are unable to work due to non-work related illness or injury. Record the number of approved hours for this leave type.

**Industrial Disability Leave (IDL):** Report of an industrial injury must be submitted to Human Resources. IDL is a benefit paid for temporary work-related disability to members of CalPERS. Record the number of approved hours on this disability type.

**Temporary Disability (TD):** May be paid in lieu of Industrial Disability Leave for an authorized absence due to an accepted work related injury or illness.

**No Absences to Report:** By checking the box and signing the form, you are certifying you were in attendance during the entire pay period.

**Attendance Keeper:** For departments that have a person designated to assist their manager with attendance reporting, please print your name in this space.

**Signatures:** To certify the hours reported, both the employee and the approving manager must sign, date and submit the form to Payroll no later than five (5) working days after the end of the pay period.

**Attendance Revisions/Corrections:** Revisions and/or corrections to a previously submitted Absence & Attendance Certification Report must be submitted to the Payroll Office as soon as possible. Using red ink, write REVISED on the top of the form and note all revisions in red ink. Both the employee and the approving manager sign the form acknowledging the changes.

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