



CALIFORNIA STATE UNIVERSITY, STANISLAUS

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| Subject: Absence and Attendance Certification Report Policy Guidelines | Department Name: Human Resources | Section Number: 5101 |
| | <input type="checkbox"/> Complete Revision <input checked="" type="checkbox"/> Partial Revision <input type="checkbox"/> New | Effective Date: 1995 Revised Date: 7/8/2011 |
| | | Approved: 7/8/2011 |

I. Purpose:

- a. This guideline has been implemented to accurately record work time and absences for campus employees and to provide campus employees with necessary procedures for reporting absences and time worked in a pay period. Should any provision of this policy guideline be in conflict with an employee’s CSU collective bargaining agreement, the contract provision shall supersede the campus guideline.

II. Process

A. Time Worked: Employees shall submit a monthly Absence and Attendance Certification Report form for leave or Compensatory Time Off (CTO) time used or for attendance certification each monthly pay period.

B. No Leave Used in Pay Period:

- 1. Management, staff and 12-month full-time faculty employees must complete the Absence and Attendance Certification Report for each pay period.
- 2. The employee is required to check the box in the section used to report no absences certifying their attendance, sign, date, and forward to their appropriate manager authorized to sign/approve the absence form.
- 3. The signed form is sent to HR/Payroll within the time frame as outlined under Section E.

C. Leave Used in Pay Period:

- 1. All campus employees (MPP, staff, and faculty) complete the campus leave form for leave time (e.g. sick leave, vacation, CTO, personal holiday, etc.) used in the pay period.
- 2. Complete the form documenting the leave time used, sign, date, and forward to the appropriate manager authorized to sign/approve the absence form
- 3. The signed form is sent to HR/Payroll within the time frame as outlined under Section E.
- 4. **Non-Exempt Employees:**
 - a. **Definition:** A non-exempt employee is identified in the employee’s respective CSU collective bargaining agreement. As a non-exempt employee, the employee is eligible to earn overtime for additional hours worked in a normal work week. The non-exempt status is determined in compliance with the Fair Labor Standards Act (FLSA).
 - b. Accrued vacation, sick leave and Compensatory Time Off (CTO) are typically reported in full day increments, but can be charged in tenths of an hour increments as demonstrated in the conversion table below:

CONVERSION TABLE

| Minutes | Tenths |
|----------------|---------------|
| 1-6 | - .1 |
| 7-12 | - .2 |
| 13-18 | - .3 |
| 19-24 | - .4 |
| 25-30 | - .5 |
| 31-36 | - .6 |
| 37-42 | - .7 |
| 43-48 | - .8 |
| 49-54 | - .9 |
| 55-60 | - 1.0 |

(NOTE: Report fractions of hours in tenths)

4. **Exempt Status employees:**

- a. **Definition:** An exempt employee is identified in the employee's respective CSU collective bargaining agreement as an employee who is not eligible to earn overtime for additional hours worked in a normal work week. This exempt status is determined in compliance with the Fair Labor Standards Act (FLSA)
<http://www.calstate.edu/HRAdm/pdf2004/HR2004-26TimeAttendanceGuide.pdf>.
- b. With the exception of Exempt status employees on an approved Family and Medical Leave, in accordance with CSU collective bargaining agreements exempt employees cannot be charged for absences of less than a full day.

5. **Intermittent employees:** Eligible hourly employees can charge leave credits only for the number of hours they are normally scheduled to work.

- D. Absence Reporting Form:** Absences for a pay period are reported on the Absence and Attendance Certification Report: (Insert link to form).
- E. Absence Reporting Deadline:** Absence reports must be in the HR/Payroll Office by the **3rd** working day following the close of a pay period (July 2011 absence report must be submitted by August 4, 2011).
- F.** The University will be implementing the CMS/PeopleSoft Absence Mgmt module and roll out a self-serve component for employees to enter their leave usage and certify attendance for each pay period. The system is designed to track "absences reported" or "time incurred." After release of the component, employees will no longer have to complete a hardcopy form, however the reporting of absences and time attendance will still be required by the **3rd working day** (refer to Section E above).