

Absence & Attendance Certification Report

Absence Reporting: Absences and No Time Taken, for a pay period, are reported on the Absence and Attendance Certification Report located on the HR/Payroll webpage at: <http://www.csustan.edu/hr/Payroll/FormsPublications.html>

Reports are due in the Payroll Office by the 3rd work day of the month (August 2011 report is due September 6th).

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)

EXCEPTIONS:

Exempt Status employees: Some position classifications in the CSU have an 'Exempt' status, as outlined by the Fair Labor Standards Act (FLSA), which makes them exempt from being paid overtime for additional hours worked in a normal work week. With the exception of Exempt status employees on an approved Family and Medical Leave, these employee types cannot be charged for absences of less than a full day.

Hourly/Intermittent employees: Leave eligible hourly/intermittent employees can charge leave credits only for the number of hours they are normally scheduled to work.

Signatures: The employee and supervisor must sign the Absence & Attendance Certification Report form prior to submission to Payroll Office by the 3rd work day of the month.