

ATTENDANCE REPORTING REQUIREMENTS

1115

(No.169 July 2014)

An original timesheet must be completed and submitted to the assigned Personnel Specialist for every pay period for all employees, regardless of timebase, tenure, or BU association.

Employees are responsible for completing their own timesheet accurately. In all instances, the employee shall verify the accuracy of the information being reported prior to submitting to the supervisor for approval. The supervisor's signature constitutes the written approval of overtime, CTO, and paid time as required by CalHR, SCO, and various MOU provisions.

Employee Responsibilities

An employee may not use any leave credits for time away from work prior to earning such leave credits.

- Obtain approval from the supervisor for all absences with the exception of unforeseen need for sick leave.
- Obtain authorization before overtime hours are worked.
- Submit an accurately completed timesheet for each pay period in which work was performed.
- When submitting a corrected timesheet, write "Corrected Copy" in the upper right-hand corner.

Supervisor Responsibilities

- Ensure employee has sufficient leave credits to cover any absence during the pay period.
- Report dock time for employees who are deficient in leave credits to the Attendance Coordinator or Personnel Specialist by the established cutoff date each month.
- Approve and submit an accurate timesheet to the Attendance Coordinator (Headquarters) or Personnel Specialist (field locations).

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