

ATTENDANCE REPORTING – RANK AND FILE (NON-FIRE SUPPRESSION EMPLOYEES)

1116

(No.169 July 2014)

[CalHR Rule 599.736](#) and the [SAM Section 8539](#) require all State agencies to maintain complete records of attendance and absences for each employee during each pay period.

Rank and file employees, are required to complete the [Attendance and Program Time Report \(CALFIRE-681\)](#) timesheet for each pay period they work. For BU 8 rank and file employees listed in Sections 8.1, 8.2, and 8.3 of the BU 8 MOU, please see Section 1118.

Completing the [CALFIRE-681](#)

The employee should complete the following information and verify accuracy each month:

- Full legal name
- Agency, unit, civil service classification code, serial number (this makes up the employee's assigned position number)
- Work Week Group (WWG)
- Index Code for position costing

When completing the "Employee Leave Record" section of the [CALFIRE-681](#), it is important to remember the following information:

- **Previous Balance** – This is the amount that was available for use at the end of the previous pay period (before accruals post for that pay period earnings).
- **Credits Earned** – This is the accrual that is earned by qualifying in the previous pay period. For a pay period to be qualifying the employee must have had at least 11 days of pay for a full time or part time employee.
- **Total Available** – This is the total amount of leave available for use in the current pay period.
- **Used This Period** – These are the credits that the employee is using during the current pay period.
- **End of Pay Period Balance** – This is the ending balance at the close of the pay period and what will appear on the following months Previous Balance line.

In the time tracking section of the [CALFIRE-681](#), the following information should be completed:

- Employees should enter the amount of time they worked each day up to their full shift on the "Hours Worked line."

- When a holiday falls on an employee's normally scheduled day to work, and the employee works the day, any hours worked should be reflected on the "Hours Worked on a Holiday" line.
- When a holiday falls on an employee's normally scheduled day to work, and the employee is not scheduled to work, the employee should reflect 8 hours of HC being used on the holiday.
- When an employee is scheduled to work on a holiday and the employee takes the day off, the employee will be required to use the appropriate leave credit (i.e., sick leave).
- When an employee works more than his or her normally scheduled hours, all hours above the employee's normal schedule should be reflected on the Overtime Earned Cash Pay or Overtime Earned CTO lines. (All overtime must be approved in advance by the employee's supervisor, and an approved Authorization for Extra Hours (STD. 682) should be attached to the timesheet.
- The other lines on the timesheet should reflect hours the employee did not work and for which he or she is opting to use leave credits. If the employee does not have leave credits available for use, he or she must report the unworked hours on the "Dock" line.

After completing the [CALFIRE-681](#), an employee shall sign and submit the timesheet to his or her assigned supervisor no later than the first business day after the pay period ends. The supervisor is responsible for ensuring the timesheet accurately depicts the employee's schedule, hours worked, and leave credits used. The supervisor shall then sign and submit the timesheet to his or her assigned Attendance Coordinator and/or Personnel Specialist.

[Next Section](#)

[Table of Contents](#)

[Forms and Form Samples](#)