

ATTENDANCE REPORTING – EXCLUDED AND FLSA EXEMPT EMPLOYEES

1117

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[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.

Managers, Supervisors, Confidential, and other Excluded employees in WWG E are required to complete the [Work Week Group E/SE Absence, Holiday Credit Earned, and Assignment Report \(CALFIRE-634\)](#) timesheet for each pay period they work.

Employees using this timesheet do not report absences of less than whole day increments, unless the absence was due to work-related (industrial) illness or injury, Non-Industrial Disability, and/or Family Medical Leave Act/California Family Rights Act leave. The following should be kept in mind when completing this timesheet:

- Do not report any hours worked.
- Enter appropriate absence symbol(s) in the absence section just below the date(s) on which the employee was absent.
- No notation is necessary for observed holidays.
- HC may be earned by employees as follows:
 - for prior approved authorized hours actually worked on a holiday;
 - if the employee was assigned to an Emergency Response Assignment (ERA) on the date a holiday; or
 - when a holiday falls on a Saturday.
- If an employee is claiming ERA pay, Arduous Pay, Incident Command Assignment (ICA) pay, or WWG reallocation pay, the employee must attach a justification indicating the need for pay to the timesheet. Further approval will be necessary by the Personnel Specialist and/or Classification and Pay Analyst in order to issue the pay.

After completing the [CALFIRE-634](#), an employee should 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 leave credits used. The supervisor shall then sign and submit the timesheet to his or her assigned Attendance Coordinator and/or Personnel Specialist.

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