

ATTENDANCE COORDINATOR RESPONSIBILITIES

1119

(No.169 July 2014)

The following information and instructions for the Pay Period Report are for employees who are assigned the duties of Attendance Coordinator. Some field units may not have an assigned Attendance Coordinator. In field units where no Attendance Coordinator is assigned, these duties will be the responsibility of the Personnel Specialist.

At the conclusion of each pay period; the Attendance Coordinator in each unit is responsible for the following tasks:

- Collecting the appropriate timesheet from each individual, each pay period;
- Ensuring all personal information for the employee is correct (i.e., name, position number, index, WWG);
- Ensuring no social security number is reflected on any timesheet;
- Verifying the employee has worked the appropriate number of hours each day for his or her schedule;
- Verifying that all columns total correctly;
- Comparing the timesheet to the Leave Activity Balance (LAB) Report to ensure the employees leave balances are accurate and leave balances are not being used prior to being earned;
- Verifying that the appropriate documentation has been provided for certain leave types; and
- Submitting the SCO Attendance Report (STD. 672) and all timesheets to the assigned Personnel Specialist no later than the fifth business day of the month.

SCO ATTENDANCE REPORT (STD. 672) COMPLETION

1119.1

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The STD. 672, in relation to Attendance Coordinator duties, is for the purpose of ensuring that all employee timesheets are received, position numbers are accurate, and certifying employees' timesheets have been audited for accuracy. Each pay period, the Attendance Coordinator will receive the STD. 672 from the Personnel Transactions Unit (PTU) within the LHRM prior to the close of the pay period.

To complete the STD. 672, the Attendance Coordinator will verify the following items on the Attendance Report in comparison to the employee's timesheet:

- The employee is listing the correct position number on his or her timesheet.
- Additions and Deletions – Attendance Coordinators will be responsible for adding names, social security numbers, and position numbers of those employees hired during the pay period and certifying time to be paid. Attendance Coordinators will also be responsible for crossing out employees who leave the Department/unit during the pay period and certifying time to be paid.

- Add a note to indicate the amount of “leave without pay (dock),” if any, an employee had during the month.

The completed STD. 672, signed by the Attendance Coordinator and his or her immediate supervisor is due to the assigned Personnel Specialist no later than five business days after the close of the pay period. The STD. 672 will be retained as an official record for five years.

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