


PROCEDURE

Subject	Attendance Records of Career Employees	Number: 2.07.01
Source	Human Resources	Reference (Rule #) 6HX14-2.07
President's Approval/Date: 5/6/11		

Purpose: To assure that work hours are recorded accurately in order to process payroll that is timely and meets legal and State College of Florida policy requirements.

Procedure:

1. Obtain weekly timecards from Central Services
2. Complete card **in black or blue ink only.**
3. Each career employee is to complete the weekly timecard on the last workday of each week and submit to immediate supervisor for signature.
 - a. If the career employee is on leave on the last workday of the week, the employee shall submit the weekly timecard on the last day worked prior to taking leave.
 - b. The career employee is to list only actual hours worked on the card.
 - c. If on leave during that week, state the type of leave taken in the space provided (Reason(s) for Missing Time) state hours of leave.
 - d. If on leave, submit appropriate "Request for Leave of Absence" and state hours and days on that form.
 - e. If compensatory time is earned, DO NOT state on weekly time card. These hours should be recorded on the employee's Compensatory Time Log.
 - f. If compensatory time is used, submit appropriate "Request for Use of Compensatory Time" Form stating hours and days.
4. The immediate supervisor is to verify hours worked and sign the weekly timecard. If immediate supervisor is on leave, the career employee must have the overall supervisor or a designee verify hours worked and sign the timecard.
5. Once the required signature of the employee and immediate supervisor or overall supervisor or designee have signed the card and verified hours worked, **the full-time career employee** must send the weekly timecard to the Office of Human Resources to be received no later than 9 a.m. Monday morning.

6. Once the two (2) weeks of timecards, that correspond with the payroll calendar, are received by the Office of Human Resources, the weekly timecards are processed for attendance purposes and forwarded to the Payroll Office.
7. **The part-time career employee** must send the weekly timecard directly to the Payroll department to be received no later than 9 a.m. Monday morning.
8. The Payroll Office verifies the hours stated on the cards.
9. The Payroll Office then records the time whether it is overtime or straight time for payment.
10. The Payroll Office files the weekly timecards by the bi-weekly payroll check date.