

HUMBOLDT STATE UNIVERSITY

Facilities Management

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Standard Operating Procedure: FSS014-160402

Title: Timekeeping for Units & Management Staff Utilizing the Electronic Absence Management System

The following departmental procedure shall be utilized by management staff and designated units to ensure appropriate implementation of timekeeping as related to the University's electronic absence management system:

- This procedure is applicable to the following units:
 - Management Staff
 - Facility Support Services Unit
 - Planning & Design Unit
 - Construction Management Unit
 - Sustainability Unit
 - Building Trades
 - Engineers
 - Auto Shop
- Management staff and employees shall follow procedure FSS002 Requests for Time Off & Absence Reporting.
- All Requests for Time Off/Absence Report Forms shall be maintained by the appropriate supervisor who shall utilize such to review time reported within the electronic absence management system.
- Absences shall be accurately entered by the employee via the University's electronic absence management system as follows:
 - Entering approved time off requested into the electronic system upon approval of time off requests by their manager.
 - Adjust entered time as required and approved by their manager.
 - At the end of each month, send an email to their manager confirming their absence entries are complete and ready for review.
- At the end of each month, supervisors shall review all leave entries and shall work with an employee to resolve discrepancies should such exist.
- Disagreements regarding solutions to discrepancies shall be referred to the Associate Vice President, Facilities Management who shall render a final decision.

REFERENCES

- FSS002 Requests for Time Off & Absence Reporting
- FSS003 Authorization of Overtime