

HUMBOLDT STATE UNIVERSITY

Facilities Management

707 826-3646 | PHONE
707 826-5888 | FAX
facilitymgmt@humboldt.edu | EMAIL
707 826-4475 | ALT

Standard Operating Procedure: FSS005-160402

Title: Common Calendar of Attendance for Units Not Yet Utilizing Electronic Absence Management System

The following departmental procedure shall be utilized by the designated Facility Support Services timekeeper to ensure appropriate implementation of related departmental policies and procedures as well as accurate and timely communication and efficiency by which timekeeping is conducted for those Units not yet utilizing the electronic absence management system:

- This procedure is applicable to the following units:
 - Grounds
 - Custodial Services
- Said Unit employees and managers shall follow the procedures referenced below with regard to timekeeping.
- The designated Facility Support Services timekeeper shall keep an electronic calendar of employee time-off, absences and overtime for designated units.
- The following shall be utilized to indicate type of leave and hours utilized on each unit's electronic calendar:
 - Time of leave will be recorded within the time period instead of as a header across the top of the calendar.
 - Labeling nomenclature will be as follows:
 - Employee Last Name, First Name (Type of Leave, Total Hours of Leave)
 - Type of Leave Abbreviations are as follows:
 - VAC: Vacation
 - CTO: Compensatory Time Off
 - SICK: Sick or Sick Family
 - JD: Jury Duty
 - BER: Bereavement
 - PH: Personal Holiday
 - OTR: Other Type of Time Off
 - OVT: Overtime Earned
 - UNION: Union Release Time
 - DOCK: Docked Pay Due to No Time Available
 - EXAMPLE: Smith, J (VAC, 8)
- Write access for unit calendars shall be provided to the timekeeper only.
- Read access for unit calendars shall be provided to the Associate Vice President, corresponding unit managers and unit employees only.

- Upon reception of approved Request for Time Off/Absence Report Forms and Overtime Assignment Forms, the timekeeper will, within the same business day, enter approved information into corresponding electronic calendars for each unit.
- Changes, following initial manager approval to employee time-off or absences shall follow the Requests for Time Off & Absence Reporting procedure (FSS002) and must be approved by the manager and communicated in writing by returning the Manager Amendment Form to the timekeeper. Changes must clearly outline modifications to hours and type of leave to be utilized. When received, the timekeeper will modify the electronic calendar to reflect the communicated changes, print out the written communication from the manager and attach to the original request which shall be filed. Requests shall be kept on file for a period of one year in alignment with the annual employee evaluation (i.e., June 1-May 31).
- The timekeeper shall inform managers if an employee has exhausted the type of leave requested. Managers shall discuss such with the employee and inform the timekeeper of type of leave modifications. All requests for authorization to utilize “dock” status must be approved by the Associate Vice President.
- The timekeeper shall also finalize all employee hours and leave in Peoplesoft as follows:
 - Enter hours and leave for all employees on an ongoing basis throughout the month so as to decrease end of month workload.
 - Hours/leave shall match that noted within the electronic Common Calendar of Attendance for each unit.
 - At the end of the month, the timekeeper shall review Peoplesoft records for accuracy to the Common Calendar of Attendance. If accurate, the timekeeper shall note the status as “Reviewed” for each employee (with the exception of their own time).
 - Once all employees within a unit have Peoplesoft time records listed as reviewed, the timekeeper shall notify the appropriate Manager that employee records are available within Peoplesoft for their approval. Notification shall include the time period for which the review was completed.
 - Should the Manager believe discrepancies exist, such shall be reviewed with the timekeeper with a solution agreed upon. In the event of disagreement, the Manager shall provide final direction to the Timekeeper regarding said discrepancies.

REFERENCES

- FSS002 Requests for Time Off & Absence Reporting
- FSS003 Authorization of Overtime
- FSS014 Timekeeping for Units & Management Staff Utilizing the Electronic Absence Management System