Essex County College
College Regulation

REG 4-12 TIME AND ATTENDANCE MANAGEMENT

Purpose:
To ensure accurate recording of time and attendance of all College employees for the purpose of maintaining up to date employee records and accurate calculation of remuneration.

Definition(s):
Hourly Employees: Employees who are compensated at an hourly wage rate for time worked.

Non-Hourly Employees: Employees who are compensated based on a contractual annual salary for time worked.

Application:

1. All employees shall be required to record their time and attendance in accordance with College guidelines and electronic and/or non-electronic recording mechanisms. The Human Resources Department is charged with the responsibility of overseeing the implementation of the College time and attendance guidelines.

2. Hourly employees shall be required to record their time and attendance on a daily basis.

3. Non-Hourly employees shall be required to record their exception time and attendance.

4. Supervisors are charged with the responsibility to monitor and apply necessary adjustments to their respective employees' time and attendance records. The Department of Human Resources shall serve as the repository for all time and attendance records.

5. When submittal requirement varies because of holiday schedules and other College closings, the Human Resources Department or the Payroll Department shall circulate advanced notice to all supervisory personnel.

5. All absences are to be reported. Absences include, but are not limited to, medical, non-medical, bereavement, off-site conference/workshop, overtime, compensatory time, holidays, and any other excused and unexcused absences.

6. Failure to record and/or submit time and attendance by the required deadline may result in postponement of pay for an additional scheduled pay period. Continuous failure may result in disciplinary action.

Responsible Official(s):	Reference: *N.J.S.A.* 18A:64a-12(0)
Regulation History: App. 11/95, Rev. 10/01, 12/10, 3/17	Attachment(s):