

Online Attendance Form - Step by Step Instructions revised 4/9/20



STEP 1

Check the dates on the top of the form to make sure you are filling out your hours for the correct week.

Attendance Reporting: **March 22th to March 28th**

STEP 2

Employee Name: *

First Last

Supervisors Name: *

First Last

Supervisor's Email Address: *

Person completing this form: (if other than employee)

First Last

- Enter the employee's name. In most cases, this is also the person completing the form.
 - Enter the name of the employee's supervisor.
 - Enter the supervisor's email address.
- IMPORTANT NOTE:** Ensure that you double-check and confirm that your supervisor's email address was entered correctly. If it is entered incorrectly, your supervisor will not receive your attendance report.
- If you are filling out this attendance form on someone else's behalf, enter your name here. If you are filling out your own attendance form, you can leave this field blank.

Report attendance for each day below:

For each day you are scheduled, you may enter up to two time codes. (e.g. if you work 4 hours and take 3 vacation hours in a single day)

Enter hours in 15 minute increments (for example 3 hrs 15 min or 5 hrs 45 min).

Sun, 3/22/20 *

Scheduled for this day (including scheduled time off/sick time)

Not scheduled for this day

Tue, 3/24/20 *

Wed, 3/25/20 *

Thu, 3/26/20 *



STEP 3

For each day, you will be asked if you were scheduled for work on that day. You should still indicate that you were scheduled to work, even if any of the following apply:

- You are not working because you are charging vacation, personal or sick time.
- No duties were assigned to you by your supervisor.
- You could not work for any reason related to the COVID-19 pandemic.

Only select “Not scheduled for this day” if you were not scheduled to work on that day.

Mon, 3/23/20 *

Scheduled for this day (including scheduled time off/sick time) ▼

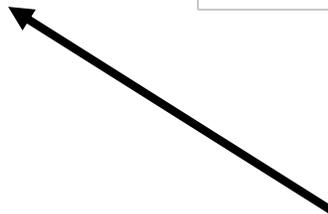
Time Code:

Hours:

 :
HH MM

Time Code:

Hours:

 :
HH MM

STEP 4

If you indicate that you are scheduled to work on any given day, you will be asked to select a “Time Code”.

Some notes about the time codes:

Reported for work – Use this time code if you worked on campus, worked remotely, or were available to report but no work was assigned.

Vacation (VAC) – Use this time code if you are charging vacation time.

Personal (PER) – Use this time code if you are charging personal time.

Sick (SIC) – Use this code if you are either charging sick time in the traditional sense or unable to work for any COVID-19 related reason.

COVID-19 related – Use this code if you are out for any COVID-19 related reason. Contact HR asap when using this time code.

Note: On official holidays, there will be a “Holiday” time code in the drop-down box.

STEP 5

Enter the number of hours for the time code that you selected.

Some notes about entering hours:

- The standard 8:30 to 4:30 College business hours that would be 7 hours to account for a one-hour lunch break.
- Please enter time in 15 minute increments.

Some examples:

7 HH 0 MM

2 HH 15 MM

4 HH 30 MM

1 HH 45 MM

Mon, 3/23/20 *

Scheduled for this day (including scheduled time off/sick time) ▼

Time Code:

Reported for work ▼

Hours:

3 : 30

HH MM

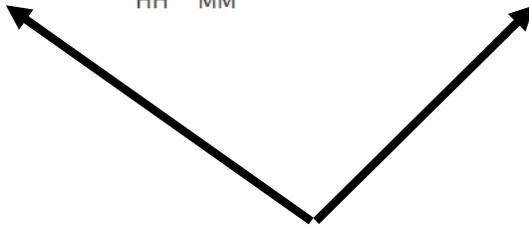
Time Code:

Vacation (VAC) ▼

Hours:

3 : 30

HH MM



STEP 6

You will also notice that you can enter up to two time codes per day. The example above shows how you would report working half a day and taking the remainder of the day as vacation time.

Additional Questions

Mon, 3/23/20 *

Scheduled for this day (including scheduled time off/sick time) ▼

Time Code:

Reported for work ▼

Hours:

7 : 00

HH MM

Time Code:

▼

Hours:

:

HH MM

If reporting for work: *

▼

Worked on campus

Worked remotely

No work was assigned by supervisor

▼



STEP 7

For each day, if you indicate that you “Reported to work” in either of the two Time Code fields, you will be asked to further indicate whether you “Worked on campus”, “Worked remotely”, or if “No work was assigned by supervisor”.

To retain a copy of your timesheet:

To retain a copy of your timesheet for your records, you can print or generate a PDF copy from your browser prior to submitting. You can also email your supervisor and request that they forward you a copy.

Submit



STEP 8

Once you are done completing all seven days on your timesheet. Simply click the “Submit” button.

If you would like to retain a copy of your timesheet for your own records, you can print the form from your browser prior to clicking the “Submit” button. If you don’t have a printer, you can print it to an electronic “PDF”.

You can also request a copy of your attendance report from your supervisor.