LEAVE and ATTENDANCE REPORTING POLICY

Faculty, Guild and Exempts

Leave reporting is to be done via Banner's self-service system. Each month's reports are to be completed and submitted for supervisory approval by the 8th of the following month (e.g., October reports should be entered by November 8th).

Supervisors with approval responsibilities must review and approve these reports by the fifteenth day of the following month (e.g., October reports should be approved by November 15th). Any questions must be resolved during this time (e.g., November 1st-15th) so that all reports are posted to Banner no later than the fifteenth day of the following month (e.g., November 15th).

Employees who are absent during the reporting period are still responsible for submitting their leave report within the stated timelines. Options for accomplishing this include entering and submitting the leave report prior to commencing the leave, or accessing the Banner self-service portal remotely via the following link: https://mysccc.sunysuffolk.edu/cp/home/displaylogin

Supervisors with approval responsibilities who are absent during the approval period must either designate an alternate ("proxy") supervisor to approve leave reports as necessary or may access the Banner self-service portal remotely via the following link: https://mysccc.sunysuffolk.edu/cp/home/displaylogin

Supervisors are also responsible for completing and submitting an absent employee's leave report on those rare occasions where an employee is unable or has failed to do so. If questions regarding this arise, the Human Resources department should be contacted for assistance.

Adjunct Faculty

Adjunct faculty members shall follow the sign-in procedure as outlined by their respective departments.

White Collar

White collar staff will manually enter their hours worked on time cards. Employees are responsible for submitting their completed time cards the day after the close of each pay period. Employees who are absent are still responsible for ensuring that their time cards are submitted within the stated timelines.

Supervisors with approval responsibilities need to review and approve these time cards by noon of the following Wednesday (e.g., if the pay period ends on Sunday, October 4th, time should be submitted for approval no later than Monday, October 5th; supervisors

need to review and approve these reports by noon on Wednesday, October 7th). Supervisors with approval responsibilities who are absent during the approval period must designate an alternate ("proxy") supervisor to approve time cards as necessary.

Supervisors are also responsible for completing and submitting an absent employee's timecard on those rare occasions where an employee is unable or has failed to do so. If questions regarding this arise, the Human Resources department should be contacted for assistance.

Blue Collar and Security

Blue Collar and Security employees must record arrivals and departures from work through use of their designated time clock. Employees are responsible for maintaining their own time cards. Employees who are absent are still responsible for ensuring that their time cards are submitted within the stated timelines.

Supervisors with approval responsibilities need to review and approve these time cards by noon of the following Wednesday (e.g., if the pay period ends on Sunday, October 4^{th,} time should be submitted for approval no later than Monday, October 5th; supervisors need to review and approve these reports by noon on Wednesday, October 7th). Supervisors with approval responsibilities who are absent during the approval period must designate an alternate ("proxy") supervisor to approve time cards as necessary.

Supervisors are also responsible for completing and submitting an absent employee's timecard on those rare occasions where an employee is unable or has failed to do so. If questions regarding this arise, the Human Resources department should be contacted for assistance.

College Aides and other Part-time Staff

College Aides and other part-time staff will manually enter their hours worked on time cards. Employees are responsible for submitting their completed time cards the day after the close of each pay period. Supervisors with approval responsibilities need to review and approve these time cards by noon of the following Wednesday (e.g., if the pay period ends on Sunday, October 4^{th,} time should be submitted for approval no later than Monday, October 5th; supervisors need to review and approve these reports by noon on Wednesday, October 7th). Employees who are absent are still responsible for ensuring that their time cards are submitted within the stated timelines.

Supervisors with approval responsibilities who are absent during the approval period must designate an alternate ("proxy") supervisor to approve time cards as necessary. Supervisors are also responsible for completing and submitting an absent employee's timecard on those rare occasions where an employee is unable or has failed to do so. If questions regarding this arise, the Human Resources department should be contacted for assistance.

Employees' Responsibilities

Each employee is responsible for regularly reviewing accrual balances reflected in the Banner system's self-service portal and/or payroll check stub. Questions regarding the calculation or accuracy of these accruals are to be brought to the Human Resources department promptly.

Supervisors with approval responsibilities are expected to seek Human Resources' assistance in promptly addressing any employees who fail to submit accurate and timely leave/attendance reports.

In accordance with this policy, the College may proceed with disciplinary action against an employee for any of the following reasons:

- failure to submit accurate leave reports, or failure to accurately approve leave reports of his/her direct reports, within the timelines outlined by the above policy; or

- giving access to unauthorized users by sharing passwords or other sign-on/approval codes; or

- "punching" or completing another employee's card or asking another employee to punch or complete someone's card other than their own.

Effective January 21, 2010

Approved by Executive Council
January 21, 2010