



Eugenio María de **Hostos Community College**
of The City University of New York

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MEMORANDUM

TO: Division/Department Heads
Unit Managers/Coordinators
All Classified Staff

FROM: Esther Rodriguez-Chardavoyne
Vice President, Administration & Finance

DATE: November 5, 2004

**SUBJECT: ATTENDANCE REPORTING FOR CLASSIFIED STAFF
(Full and Part Time)**

Effective immediately, Human Resources and Payroll will no longer honor timesheet/attendance information that have not been printed or processed through the Winstar Tracking System (swipe system). In the event that the swiping system is not working, employees must sign in through the attendance logs being maintained at the Security Posts at the lobby of each building. Timesheet/attendance information submitted in any manner that does not conform with these official procedures WILL NOT BE PAID.

An internal audit identified inappropriate attendance reporting practices by some employees and supervisors that exert a negative impact on the college's ability to adhere to its budget and comply with regulatory statutes.

The "swiping system-to payroll-to budget link" is being circumvented by some employees who willfully and habitually avoid or miss swipes. The practice is exacerbated by supervisors who condone the practice by signing off on timesheet entries that had been erased, "whited" out and/or written by hand.

Our attendance tracking system has been programmed to conform with the CUNY time and leave regulations. It also pulls in p AR and budget information to ensure that departments do not incur payroll overruns. When employees do not swipe or change information that has been recorded on the timesheets, the accuracy of the system is compromised. When employees write in hours that they did not actually work, they are committing fraud.

There are now some departments that have bottomed out on their College Assistant budgets. While their encumbrances against budget seem at acceptable levels, a review of actual payroll disbursements show that: (1) the departments have not adhered to the PAR-approved 20-hour work week schedules for part-time employees, (2) Supervisors have approved timesheets that have been altered and which do not conform with records established through the swiping system, or, (3) Supervisors have allowed prospective employees to work without college authorization.

New employees are added to the swiping system as soon as all pre-employment processes have been completed and approved. Budget approval before an employee starts ensures authorized payroll disbursements. There have also been instances when some prospective employees who have not completed pre-employment documentation have been allowed by some supervisors to work, a violation of Federal laws and CUNY/NYC Payroll Management Systems regulations. Supervisors who allow employees to work without complete and appropriate documentation are risking fines, censures and other penalties for the College.

Thank you for your understanding and cooperation.

cc: President Dolores Fernandez