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**PROCEDURES FOR SUBMISSION OF COMPUTERIZED ATTENDANCE REPORTS  
FOR COLLEGE ASSISTANTS**

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Effective February 5, 2001, submission of manual timesheets will no longer be required and the Simplex system will be the official attendance tracking system for all College Assistants and Tutors.

**Since the Simplex system output is the primary source of information for payroll actions, the following procedures must be followed carefully. Otherwise, accurate and timely payment of salaries cannot be guaranteed. Late, incomplete, incorrect or unauthorized attendance information may result in no pay or partial pay.**

- The new attendance tracking system will require the use of swipe cards. A swipe card will be issued to each College Assistant or Tutor upon submission of the *College Assistant Assignment Confirmation Form* with the following information:
  1. Weekly work schedule showing assigned daily work hours
  2. Total number of work hours allowed per week
  3. Total number of work hours allowed for duration of appointment
  4. Work location, specifying building and room number
  5. Phone number where employee and supervisor can be reached
  6. Specific department/budget code to be charged for the assignment
- Changes in the College Assistant Assignment Confirmation Form must be reported to Personnel immediately by filling out a revised form.
- The work schedule reported in the *College Assistant Assignment Confirmation Form* must be strictly followed.
- **Sample Work Schedule**

College Assistant XX was assigned the following hours---

Monday	9:00 AM -1:00 PM	4 hours
Tuesday	9:00 AM -1:00 PM	4 hours
Wednesday	9:00 AM -3:00 PM	5 hours
Thursday	1:00 AM -5:00 PM	4 hours
Friday	9:00 AM -1:00 PM	4 hours
	TOTAL	20 hours

**College Assistants are paid for the exact number of hours worked within the assigned schedule.** If College Assistant XX works from 9:00 AM to 1:00 PM on Monday, he will be paid for working 4 hours.  
= 4 hours

**Hours worked off schedule without specific authorization will not be paid.** If on Tuesday he comes in at 8:30 AM and leaves at 1:00 PM, he will be paid for working 4 hours.

= 4 hours

**Tardiness will be penalized.** If on Wednesday he arrives to work at 10:00 AM and leaves at 1:00 PM, he will be paid for working 3 hours.

= 3 hours

**Cutting off early, before scheduled departure time will be penalized.** If on Thursday, College Assistant XX comes in at 1:00 PM and leaves at 4:00 PM instead of 5:00 PM, he will be paid for working only 3 hours.

= 3 hours

**Authorized hours worked off schedule will be paid.** If on Friday, College Assistant XX comes in at 9:00 AM and was asked by the Department Head to work until 12:00 PM, he will be paid for working 5 hours provided the Department Head indicates (writes) his authorization on the computerized attendance report.

= 5 hours

In this particular illustration,  
College Assistant XX will be paid for  
working a total of 20 hours

- College Assistants are expected to proceed to their work location or station immediately after swiping in. A maximum of 6 minutes travel time from the swiping stations to the work locations will be allowed. Department Heads/Chairs or designated timekeepers must make the necessary indications on the attendance printouts when there is an inordinate difference between the time indicated on the attendance print out and arrival time in the department so appropriate changes can be made by Personnel.
- Absences will be indicated by the lack of entries (gaps) in those spaces where time swipes would have been printed. Department Heads/Chairs or designated timekeepers should then put such entries as "annual leave", "sick leave", "jury duty", "unauthorized absence", etc. as appropriate and subject to availability of leave accruals.
- College Assistants who have been assigned to work more than 6 hours on a particular day must take a mandatory, unpaid lunch hour. (See Sample Work Schedule.)
- College Assistants who work in more than one department must notify all of their supervisors about their other work assignments. Assignments that overlap will not be allowed. In addition, since attendance tracking is linked to budget

monitoring, College Assistants with multiple assignments must report attendance in each department by swiping in and out of every assignment. Failure to do this will result in incomplete pay.

- Personnel will print the attendance reports for distribution by the Mail Room in time for the 12:00 noon mail pick up every Monday following each Friday payday. In the event of any system failure or delay, e-mails or faxes advising alternative procedures or instructions will be sent by Personnel to all departments.
- All attendance reports must be returned personally or by inter-office mail to be received in Personnel no later than 4:30 PM of the Monday following each Friday payday. In the event of emergencies, signed/approved attendance reports as well as documents that complete or correct submissions may be faxed to Personnel (Ext. #6621), also no later than 4:00 PM of the Tuesday following payday. Originals for faxed documents must be sent by inter-office mail to Personnel with the indication "copy faxed on 00/00/00 (date)." No pay will be generated for any employee whose attendance cannot be verified.
- Each supervisor will name a timekeeper to sign/approve time sheets in his/her absence, as well as provide Personnel with the phone and fax numbers that Personnel can use in matters pertaining to the administration of attendance reports.
- Supervisors will review each report carefully--- making sure all blanks or missing information have been filled and that all entries are accurate. Supervisors must correct mistakes in the report and affIX their initials after each correction. They must also provide any missing information pertaining to the employee's absence. Only those attendance reports that have been signed and approved by supervisors will be processed by Personnel.
- Revised information or adjustments authorized by supervisors and Personnel will be reflected in the paychecks issued the following pay period.
- All supporting documents--- medical notes, jury duty summons, military calls to duty, application for Family Medical Leave Act, requests for leave, overtime approval forms etc. must be attached to the attendance reports that cover the dates being excused or credited/debited from annual leave accruals.
- Requests for Leave must be approved by supervisors and submitted to Personnel at least 5 days before the commencement of the leave.
- When submitting medical documentation, the submission must consist of the following or it will be deemed incomplete: (1) A complete clinical/medical diagnosis, (2) How the condition renders the person disabled from performing his or her assigned duties; (3) A prognosis; and (4) When (or under what conditions) the person would be able to resume his or her assigned duties.

- Staff on "Attendance Watch" (written warning prior to commencement of attendance-related disciplinary action) must submit medical documentation for each occasion of sick leave taken.
- No pay will be generated for any unexcused or unauthorized absence.
- Simplex time clocks are located in the building lobbies. Personnel must be notified immediately of problems or malfunctions. On occasions when the time clocks are not working properly, attendance information may be reported on special logs available in Security kiosks or stations located in building lobbies.
- Sick calls or absences due to emergencies must be reported directly to the supervisor or the designated timekeeper within half hour of the scheduled reporting time. In the event that no one in the department is available to take the call, Personnel may be contacted by calling (718)518-6650.
- Care must be observed in the use and handling of the personal magnetic cards (swipe cards). Since these cards are expensive, Personnel is unable to replace any lost or stolen card unless the theft has been reported to the NYC Police Department or the Hostos Campus Security Office. Proof (case number or copy of incident report) must accompany all requests for card replacement. All other replacements will cost \$5.00 a piece.
- It is very highly recommended that supervisors devise a system of filing departmental attendance records so that decisions on vacation planning within the department and approval of certain types of leaves are facilitated. Supervisors may also find records filed within the department useful when preparing performance appraisals or documentation for disciplinary actions.
- In instances when employees may need further training in the use of the computerized attendance tracking system (i.e., frequent failure to swipe, inability to follow instructions, Personnel office unable to verify attendance or at the supervisor's request), certain employees will be required to swipe their personal magnetic cards with the assistance of Personnel staff in the Simplex time clock located in the Personnel Office, B215.
- It is extremely important that every employee use only his/her own personal magnetic card. Swiping or using another employee's personal magnetic card will be subject to appropriate disciplinary action.
- **RECAP /OTHER REMINDERS:**  
College Assistants will now be assigned specific work hours. No flex-time or overlapping assignments will be allowed.  
Docking will take place for tardiness and tardy time cannot be made up at the end of the work day.

Attendance tracking results are linked to payroll. Late, incorrect or incomplete attendance information will result in no pay or partial pay in the following pay day.

On occasions when the computerized clocks are not working, attendance may be logged on special forms available in the Security Kiosks within each building.

The Personnel Office Coordinators of the attendance tracking system for College Assistants are Lucy Sosa (X6653; [EMAIL=lsosa@hostos.cuny.edu](mailto:lsosa@hostos.cuny.edu)) and Yolanda Gonzalez (X6651); [EMAIL=ygonzalez@hostos.cuny.edu](mailto:ygonzalez@hostos.cuny.edu) . Any problems regarding the attendance tracking system and any failures in the swiping equipment should be reported to either one of them as soon as possible.