
**PROCEDURES FOR SUBMISSION OF PUNCH CARDS AS OFFICIAL
ATTENDANCE REPORTS**

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Effective immediately, full and part time classified staffs (including college assistants or tutors) who work at the Washington Heights' office must report their attendance through prescribed punch cards. No pay will be generated for any employees whose attendance can not be verified.

Since the punch card is the primary source of information for payroll actions, the following procedures and the addendums 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.

**Site Director/Supervisor:
Office Administrator:**

ATTENDANCE TRACKING USING THE PUNCH CARDS

- The office administrator will issue two punch cards and train you to use them when you report to work on your first day. Each card contain one week of attendance tracking. You are required to submit two cards for each payroll period which is a two-week pay cycle. It is your responsibility to obtain two new cards at the beginning of each payroll period from the office administrator.
- **All punch cards delivered to Human Resources (HR) for payroll process must be signed by the employee and the site director/supervisor. HR must receive them no later than 4:00 PM of the Tuesday following each Friday payday. In case of emergency, H R will accept the facsimile of the signed punch cards but the originals documents must be sent by inter-office mail to HR with the indication "copy faxed on 00/00/00 (date)." No pay will be generated for any employees whose attendance cannot be verified.**

**Fax number is 718-518-6621,
The timekeeper for College Assistants; Attn: Yolanda Gonzalez
The timekeeper for Classified Staff; Attn: Bridget Sheridan**

- **HR will not accept punch cards where the times printed by the punch clock have been crossed out for correction.**

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ATTENDANCE TRACKING USING THE PUNCH CARDS

- The site directors/supervisors will review and verify each card. They may attach special memos explaining blanks or missing punches on the card. Corrections on times punched and missing information pertaining to the employee's absence must also be reported on memos attached securely to the punch cards. Only those attendances that have been reported, approved and verified by site directors / supervisors will be processed by HR.
- The department chairperson or her designee can sign/approve the punch cards if the site director/supervisor is not available to do so.

Department: Adult & Continuing Education
Chairperson: Lorraine Altman (Peter Mertens, in her absence)
Contact Number: 718-518-6656

- If the punch clock is malfunctioning, you must inform the site director/supervisor and report it to the security guard and to the HR immediately with information indicating the time and date of the equipment failure.
- In the event of a malfunctioned punch clock, employees must sign in and out in the security log for the day of attendance. Please ask the office administrator for the location of the security kiosks or stations where the log is kept.
- You are not allowed to take punch cards away from your working facility. It must be kept in the punch card rack or by the office administrator. When you are finished using the punch card, you must return them to the rack or the office administrator.
- If you lose your punch cards, you must report it to your office administrator and to the HR immediately.
- In instances where employees may need further training in the use of the punch clock system (i.e., frequent failure to punch, inability to follow instructions, HR unable to verify attendance or at the supervisor's request), employees will be required to punch with the assistance of a qualified punch card monitor, the office administrator .
- **It is extremely important that every employee punch their card. Punching another employee's card will be subject to appropriate disciplinary action.**

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ATTENDANCE RULES

- All employees are expected to proceed to their work location or station immediately after punch in. The site director/supervisor must make the necessary indications on the memos and submit it along with the punch card when there is an inordinate difference between the time indicated on the punch card and arrival time in the department so appropriate changes can be made by HR.
- Absences will be indicated by the lack of entries (gaps) in those spaces where time punches would have been printed. The site director/supervisor should then indicate on the memos such entries as "annual leave", "sick leave", "jury duty", "unauthorized absence", etc. as appropriate and subject to availability of leave accruals.
- According to federal labor standards, employees who have been assigned to work for more than 6 hours continuously on a particular shift must take a mandatory, unpaid lunch hour. (For College Assistants, see the "Sample Work Schedule".)
- Revised information or adjustments authorized by supervisors and HR 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 punch cards that cover the dates being excused or credited/debited from annual leave accruals.
- Requests for Leave must be approved by the site director/supervisors and submitted to HR 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.

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ATTENDANCE RULES

- 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.
- Sick calls or absences due to emergencies must be reported directly to the supervisor or the designated timekeeper within a half hour of the scheduled reporting time. In the event that no one in the department is available to take the call, HR may be contacted by calling (718)518-6650.
- It is highly recommended that the site directors/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. The site directors/supervisors may also find records filed within the department useful when preparing performance appraisals or documentation for disciplinary actions.

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ADDENDUMS

For Classified Staffs:

1. Memo on " ATTENDANCE AND TIMEKEEPING REGULA TIONS; PENAL TY CHARGES FOR LATENESS".

For College Assistants, Tutors:

1. Memo on "PROCEDURES ON SUBMISSION OF PUNCH CARDS FOR COLLEGE ASSIST ANTS AND TUTORS",
2. Memo on " A TTENDANCE AND TIMEKEEPING REGULA TIONS; PENAL TY CHARGES FOR LA TENESS",

CONTACTS

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Timekeeper for classified staffs
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