

**HUMAN RESOURCES GUIDELINES**

**PROCEDURES FOR SUBMISSION OF COMPUTERIZED ATTENDANCE REPORTS**

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Since the Winstar system is the official attendance tracking system for all full time classified staff and is the primary source of information for payroll actions, the following procedures must be followed. Non-compliance to these procedures may result in delay or inaccuracies in salary payments. Late, incomplete, incorrect or unapproved attendance information may result in no pay or partial 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 alternatives procedures or instructions will be sent by Personnel to all departments.
- All attendance reports must be returned personally or by inter-office mail to Personnel no later than 4:00 PM of the Wednesday following each 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 Wednesday following payday. Originals for faxed documents must be sent by inter-office mail to Human Resources with the indications "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 designee to sign/approve timesheets in her/her absence, as well as provide Human Resources with the phone and fax numbers that Human Resources can use in matters pertaining to the administration of attendance reports.
- Supervisors will review each report carefully---making sure all blanks or missing information has 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 Human Resources.
- Revised information or adjustments authorized by supervisors and Human Resources will be reflected in the paychecks issued the following pay period.

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- All supporting documents---medical notes, jury duty summons, military calls to duty, application for Family Medical Leave Act, requests for leave, requests for comp time, 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 (annual, holiday comp, ordinary comp, unscheduled, leave without pay) must be approved by supervisors and submitted to Human Resources at least 5 days before the commencement of the leave. Other types of leave (title leave, child care, LT disability, etc.) must be submitted in conjunction with Chancellor's/University Reports deadlines.
- 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.
- Winstar time clocks are located in the building lobbies. Human Resources 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 kiosk or stations located in building lobbies.
- No overtime will be authorized except in extreme emergencies and only upon prior approval by the Department Head, the Division Head, the Budget Office and Human Resources. No new monies will be added by the Budget Office to departmental budgets for any overtime incurred without prior authorization.
- Regular work hours are 9:00 AM to 5:00 PM. In situations where departmental needs may be better served by alternate work schedules, supervisors or department heads must send a memo to Human Resources authorizing the changes, with the initial date and expiration of the new schedule.
- Docking will take place for tardiness and tardy time can neither be made up at the end of the work day nor charged to the leave banks.

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- Sick calls or absences due to emergencies must be reported directly to the supervisor or his/her designated timekeeper, within the half hour of the scheduled reporting time. In the event that no one in the department is available to take the call, Human Resources may be contacted by calling (718) 518-6650.
- Care must be observed in the use and handling of the personal magnetic cards. Since these cards are expensive, Human Resources is unable to replace any lost or stolen card unless the theft was 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 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 attendance tracking system (i.e., further failure to swipe, inability to follow instructions, Human Resources 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 Human Resources staff in the Winstar time clock located in the Human Resources 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.
- The coordinators of the timekeeping and attendance tracking systems in Human Resources are Ms, Yolanda Gonzalez (ext 6819; Email [ygonzalez@hostos.cuny.edu](mailto:ygonzalez@hostos.cuny.edu)) and Keisha Pottinger (ext 6652; Email [kpottinger@hostos.cuny.edu](mailto:kpottinger@hostos.cuny.edu)). They may be contacted by phone or e-mail for information or questions regarding the attendance tracking procedures.

**NOTE:** Deadlines and processes for the printing distribution, approval and collection of attendance records for full time staff in the Building & Grounds and Public Safety Departments may differ from those stipulated in this protocol, in which case, the deadlines and processes set up by the supervisors in those departments will prevail. All other provisions of this protocol will apply.