

WORK SCHEDULES AND ATTENDANCE THE PEOPLE CENTER

SECTION I POLICY

Salaried Employees

Attendance records will be maintained on all employees of the College.

All time off is to be recorded in Workday and approved by the employee's manager.

Employees may view their balance for vacation, personal and sick leave at any time Workday or on their pay stub or pay advice. If, at any time, an employee disagrees with the balance being displayed, they should contact the People Center. Employees and managers are responsible for reporting all absences.

Salaried employees are paid once a month on or before the 21st, covering the pay period from the first to the last day of the month. If the 21st falls on a banking holiday or weekend, payday falls on the previous workday. A schedule of pay dates is posted in July for the following fiscal year.

Non-exempt and Hourly Employees

Non-exempt (hourly) employees must enter their time worked using the Time Entry function in Workday. These hours are paid every other Friday. Time entry should be done at the end of each shift and must be electronically signed and submitted to the supervisor before the published due date/time. All hours worked must be accurately recorded, including any overtime worked or any absences. Supervisors must review and approve all time entries before the published deadline. If payday falls on a bank Holiday or weekend, it is moved up to the previous workday. A schedule of pay dates is published in July for the following fiscal year.

SECTION II POLICY ADHERENCE

The Vice President, People and Technology is the responsible official for this policy. Any exceptions to this policy must be approved by the Vice President, People and Technology.



SECTION III CONTACT

Questions regarding this policy may be directed to the Payroll Director or the Assistant Payroll Director, Payroll and Benefits in the People Center.

The above is a summary only. Always refer to the applicable plan documents, policies or guides before making final decisions. The People Center policies and procedures are updated on an as-needed basis. As such, the College reserves the right to alter, amend or suspend the terms of this policy at its sole discretion; please refer to the policies posted on The People Center website for the most current version. This policy does not constitute an employment contract.

