

## Guidelines for Recording time on the Employee Absence Reports

Print a new Employee Absence Report each Monday. Do not make copies in advance, because the information changes daily and may not be up to date. The absence reports are located on your IFAS Dashboard. If you need to add a new employee, write in the employee name with their Employee ID number (no Social Security numbers.)

Contracted employees must account for their total time on the absence report, every week, and verify it by signing their names. (The only exceptions are the Salaried or Exempt employees, who only record time out.)

Record the contracted time only. The daily contracted hours are indicated to the bottom-right of each name. You must account for the exact amount of your contracted time, per day or per week.

(Example: T-6 & S-2 = 8 total hours for that day)

(Example: T-3 & P-3.5 = 6.50 total hours for that day)

You may also adjust your work week. For example: four 10-hour days will equal 40 hours total for that week (or) three 8-hour days, one 6-hour day, and one 2.5 hour day will equal 32.50 hours total for that week.

All Certified employees must record time out in either one-half or full days only, based on their F.T.E.

If you work over the contracted hours for that day or week, please fill out an Employee Time Record (half sheet) for the extra time only. We cannot pay extra time from the Absence Report.

NOTE: Employees are not paid from the absence reports. Timesheet employees must not be written in on the absence report. They must fill out an Employee Time Record with their Employee ID number, not their SSN.

Record your time, using the letter codes, located at the bottom of the Absence Report.

Any additions, deletions, or changes of recorded time must have the written approval of a supervisor or administrator.

Keep a copy of the completed absence report for your records.

If you have any questions, you may contact anyone in the Payroll Dept.