

Manual of Administration

TOPIC: Administration	SUBJECT: Management Records	Code: AD120
		Date of Issue: September 1993
		Revised: May 2013
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PURPOSE: This policy is to outline the attendance reporting requirements of management and excluded employees.

1. Attendance records are to be submitted to their immediate supervisor for approval biweekly on the Monday prior to pay day.
2. It covers the biweekly period from the Sunday to Saturday prior to the Monday submission date.
3. It will state full attendance and/or exceptions to that and be signed by the employee submitting the record (i.e., sick time, vacation, etc).
4. The supervisor is to approve the attendance record and record that period's attendance in their own attendance register.
5. The attendance record will then go to the Finance Officer to process for payment.