



BASIC ATTENDANCE REPORTING FOR STATESIDE EMPLOYEES

Hourly paid staff are called "positive pay" employees. Monthly paid staff/faculty are called "negative pay" employees. Staff may be "positive" or "negative"; faculty are "negative" only. Payroll Services will send each department a list of their employees on form 672 each pay period for department head to sign and return to HR for submission to Payroll Services.

Attendance reporting for:

-Negative: only report time "*taken off*" during a pay period. Use form 634 to report absence. For exempt staff and faculty, only full days of absence are reported. Non-exempt employees may report time taken in quarter of hours. Form 634 and covering Monthly Attendance form 672 (provided by Payroll) are due two days before each pay date. Staff pay periods are at least 21 work days and no more than 22 work days. Faculty work on an "academic" calendar set by Provost Office (see blue days on Payroll Calendar found on Payroll web page). Beginning and ending dates of each pay period are located on the Payroll Calendar and the 672 form.

-Overtime/Shift/Stipends: overtime for non-exempt employees is reported on form 682. Overtime is paid for hours worked *over* 40 hours in a work week (Sunday-Saturday). Shift and Stipend 671 forms will be sent by Payroll each pay period for department completion/signatures. Overtime/Shift/Stipend sheets are due after the pay period ends (see Misc. payment due dates on Payroll Calendar).

-Positive: for hourly staff, time "*worked*" is reported on the "Hourly Intermittent" timesheet form 634A and is submitted after the pay period ends along with covering 672 Attendance Report (provided by Payroll). Beginning and ending dates of each pay period are on the Payroll Calendar and 672 form. Hours available to work are 168 in a 21 day pay period and 176 hours in a 22 days pay period.

For both **positive** and **negative** reporting, if a **new** employee is not listed on 672 timesheet, call HR or Payroll to verify that the employee has completed new employee paperwork. Add the new employee to the 672. For a **negative** employee starting after the beginning of a pay period, count the number of days they worked in the pay period and list in "Non-STD" days column. Place a "1" in the STD column if a person is to receive a full month's pay check. For **positive** hourly employees, take the hours worked from the 634A and put in the hours column of the 672. Total hours at the bottom of the page.

If a **negative** monthly paid employee **separates** mid pay period (or goes on disability), make a note that they have separated (and the date) and then put the number of work days of pay they are due in the "Non-Std" column. This column is also used if a person's pay is being **docked** due to lack of leave credits to cover illness or vacation and the person will not receive a full paycheck. Time taken for sick leave, vacation, or CTO is still counted as time worked so the "Std" column would be completed with "1" if no dock time is reported. Pay **docks** are due by SCO cutoff each pay period (*see diamond shape on Payroll Calendar*). Docks are faxed to Payroll at x6996 on cutoff. Complete the Time Worked columns at the bottom of the 672 and submit with 634's when due.

Payroll Web page: www.csub.edu/BAS/fiscal/payroll/index.shtml

Chancellor's Office HR web page: www.calstate.edu/hr

(Rev. 6/28/06)