

POLICIES AND PROCEDURES FOR TIME AND ATTENDANCE INTRODUCTION

The Time and Attendance Policies & Procedures Section provides:

- An **overview** of the legal, policy, and contract provisions regarding time and attendance; including overtime accrual and compensation, time entry and leave accrual and usage for the staff and student employees covered by: Personnel Policies for Staff Members (PPSM), including Managers and Senior Professionals (MSP) and Professional and Support Staff (PSS) and represented employees.
- Specific instruction on Non-Exempt and Exempt record keeping procedures.
- Reference materials.

Note: All materials contained herein should be used in conjunction with the appropriate personnel program policy or collective bargaining agreement provision.