

## **Attendance Reporting Payroll Office Procedures**

June 1998 marked the first phase of changes proposed for Fresno's attendance reporting process. Emphasis was placed on the importance of entering accurate hours on the Monthly Attendance Form (PDC7287-1), which is used for input into the Leave Accounting System for all employees.

In support of the effort to reduce paperwork, the Monthly Attendance Summary (634 Form), will no longer be required as supporting documentation in reporting routine use of leave benefits. Effective with submittal of the Monthly Attendance Form (PDC7287-1) for the month of July, 1999 due on August 5, 1999, departments are to retain the original Monthly Attendance Summary (634 Form) within departmental files, **unless the leave type or condition is one of the 4 listed as EXCEPTIONS:**

### **EXCEPTION LIST FOR MONTHLY ATTENDANCE SUMMARY, (634 Form)**

1. Request for Overtime or Compensating Time Off (CTO) or Call-back
2. Jury or Subpoena Duty submittal
3. Dock in pay – all types
4. Military Duty

Regarding the above condition, an original Monthly Attendance Summary (634 Form) **MUST** be forwarded to the Payroll Office as the process currently exists for any late or prior month's adjustments. Departments should retain a duplicate for their files. These original 634 forms must be forwarded immediately and not held for next month's reporting.

The 634 Forms retained in the departments are subject to the same audit requirement as currently in place. Hours reported for entry into the Leave Accounting System which tracks balance information will rely on hours as reported on the Monthly Attendance (PDC7287-1) and must match the total hours reported as reflected on department office originals. With this change, all campus department offices will have audit responsibility for the 634 Form, which must be retained for at least 5 years before destroying.

All questions should be referred to the Payroll Office at 278-3960.

Steven Katz  
University Controller