

**TIME AND ATTENDANCE POLICY**

POLICY COMMITTEE APPROVED 10/21/2022

Effective Date 10/21/2022

(Impact Area – Dept Name)  SUNY Morrisville *Morrisville Campus *Norwich Campus *EOC	(General Subject Area)	(Specific Subject Area)
	<b>Author:</b> Human Resources	<b>Supersedes Policy #</b>
<b>Relates to Procedure #</b>	<b>Impact:</b>	
<b>Legal Citation (if any):</b>		
<b>SUNY MORRISVILLE</b>		

**Policy Summary**

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Attendance records are the basis on which employees are paid and must be submitted to the Payroll Office following the completion of each payroll period. Proper compliance with the procedure will assure paychecks which are accurate and on time. All employee attendance records are maintained and tracked in the SUNY Time and Attendance system which is available at [www.suny.edu/time](http://www.suny.edu/time)

Please note that **all** employees are required to record their attendance and leave.

- Monthly Time and Attendance is due by the 7<sup>th</sup> of each month
- Biweekly (CSEA) Time and Attendance is due on the Friday following payday
- Hourly employees Time and Attendance is due the Friday before payday
  - Payroll schedules can be found on the Human Resources page under Payroll Forms: <https://www.morrisville.edu/contact/offices/human-resources/hr-forms>

Supervisors are responsible for making sure employees are submitting accurate time and attendance records by the due dates. If employees accrue vacation, they need to charge time when they are off during their obligation. Accruals must be earned before they can be used for time off. Falsification of an employee's attendance or time record constitutes a very serious violation and is basis for disciplinary action under the applicable bargaining unit agreement.

**Holiday Time Worked** – In months that there is a holiday, please make sure that you are accurately recording the time for a holiday. For UUP and MC employees, if you worked the holiday, the earned amount should reflect what you worked. If you did not work, earned amount should be zero.

General inquiries can be sent to [humanresources@morrisville.edu](mailto:humanresources@morrisville.edu). Questions regarding payroll and the Time and Attendance System can be directed to [payroll@morrisville.edu](mailto:payroll@morrisville.edu)

**Contact Information**

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