



COMPTON COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE REGULATIONS

AR 6311 Attendance and Time Reporting

ISSUED: June 16, 2009  
REVISED: September 20, 2010

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The CEO directs that the following regulations apply to the Compton Community College District:

1. All attendance, time reporting, and payroll records shall be kept as required by California Labor Code Section 1174, appropriate Industrial Welfare Commission Orders, and as required by the Los Angeles County Office of Education (LACOE).
2. The nature and extent of attendance, time reporting, and leave accrual records are determined by employee's job classification and conditions of employment.
  - A. **Exempt Employees** are executive, administrative, and professional employees who are not subject to overtime and may be paid on a monthly basis providing all of the following conditions are met:
    - 1) Employees are not covered by a collective bargaining agreement regarding paydays to be applied.
    - 2) Employees are not subject to the federal Fair Labor Standards Act (FLSA).
    - 3) Employees' monthly remuneration does not include overtime pay.
  - B. **Non-Exempt Employees** are subject to overtime and must be paid at least twice a month on days designated by the employer.
3. **Recordkeeping Requirements**
  - A. **Statement of Wages:** At the time of payment employees shall be provided with a written itemized statement, showing the following pieces of information on a detachable part of the employee's check:
    - 1) Gross wages earned.
    - 2) Total hours worked (unless the employee is exempt from overtime requirements).
    - 3) When applicable, the number of piece rate units earned and any applicable piece rate.
    - 4) All deductions.
    - 5) Net wages earned.
    - 6) Inclusive dates of the pay period.
    - 7) Employee name and last four digits of the employee number or employee number.
    - 8) Name and address of the employer.
    - 9) All applicable hourly rates in effect during the pay period and the corresponding number of hours worked at each hourly rate by the employee.
  - B. Quarterly, every employee shall receive an official District notice from the Payroll Office which will reflect an up-to-date accumulated vacation leave and illness leave balance as of that date.



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4. **Employer Records**

- 1) An accurate record of the time worked by each non-exempt employee is required to be kept. Such records must show:
  - When the employee begins and ends each work period (work schedule if the employee begins and ends at the same time each day).
  - Split shift intervals.
  - Total daily hours worked (or hour(s) absent if on negative time reporting).
- 2) Records must be maintained in an indelible ink or equivalent form and properly dated.
- 3) In addition to the statement of wages, comprehensive records showing employee names, addresses, occupations (job classifications), social security numbers and ages of all minors must be maintained.
- 4) Payroll records showing the hours worked each day and the wages paid to each employee are required to be kept at a central location. Such records are required to be kept for a period of three (3) years.

5. **Release of Payroll Information**

- 1) Employees are to be permitted to inspect or copy their payroll records (Labor Code Section 226(a)). Any comprehensive review of employee records shall be scheduled to occur at a reasonable time during the Payroll Office's scheduled service hours.
- 2) Time reporting and payroll records shall only be viewed by individuals other than the employee on a "need-to-know" basis. Generally, this means, but is not limited to, employees who are responsible for maintaining the files, supervisors and managers in the employee's chain of command.
- 3) All payroll records shall be maintained in a manner that reasonably insures security and privacy of each employee's record.
- 4) ***Subpoena, Court Orders, and Requests from Outside Agencies:*** Requests for payroll information in the form of a subpoena, court order, or request from an outside agency including, but not limited to, law enforcement agencies, should be forwarded to the Chief Business Officer (CBO) for response.



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**6. Time Reporting Methods**

- A. **Positive Time Reporting** is the method used by hourly employees to record actual hours worked during a given pay period on a time report. Hourly employees may, but do not necessarily, work a set schedule each week.
- B. **Negative Time Reporting** is the system used by employees assigned to positions designated as salaried to report exceptions—absences and overtime worked—to their regularly assigned work schedule.

<b>TABLE AP 6311A TIME REPORTING REQUIREMENT SUMMARY</b>			
SERVICE	WORK SCHEDULE	FLSA CATEGORY	TIME REPORT
<b>• Academic</b>			
Classroom Faculty	<ul style="list-style-type: none"> <li>• Teaching schedule on file in Academic Affairs</li> <li>• Exceptions from work schedule reported as absences.</li> <li>• Exempt from overtime</li> </ul>	Exempt	Negative
Non-Classroom Faculty	<ul style="list-style-type: none"> <li>• Work schedule developed not later than second week of fiscal year and submitted via Department Head to supervising Dean.</li> <li>• Exceptions from work schedule reported as absences</li> <li>• Exempt from overtime</li> </ul>	Exempt	Negative
<b>• Classified Service</b>			
Regular Status	<ul style="list-style-type: none"> <li>• Set work schedule identified on timesheet.</li> <li>• Actual time worked identified on departmental timesheet.</li> <li>• Exceptions from work schedule reported as absences</li> <li>• Management and designated computer positions exempt from overtime.</li> </ul>	<ul style="list-style-type: none"> <li>• Non-Exempt</li> <li>• Exempt</li> </ul>	Negative
Provisional / Temporary	<ul style="list-style-type: none"> <li>• Actual time worked identified on departmental timesheet.</li> <li>• Overtime reported.</li> </ul>	• Non-Exempt <sup>1</sup>	Positive
<b>• Unclassified Service</b>			
Student Employees	<ul style="list-style-type: none"> <li>• Actual time worked identified on departmental timesheet.</li> <li>• May not work more than eight (8) hours in any given day</li> </ul>	Non-Exempt	Positive
Professional Experts	Total hours worked per day.	Exempt	Positive
Community Representative	Total hours worked per day.	Exempt	Positive
<sup>1</sup> Management and designated computer positions are exempt. <sup>2</sup> Overtime applies if student works over 8 hours in a given day.			



## 7. Time Reporting Variables

- A. Standard Days in a Month = 21.667 days (260 Business Days/12 months = 21.667 days per month)
- B. Standard Hours in a Month = 173.333  
(21.667 days x 8 hrs a day = 173.333)
- 21.667 days per month x 8 hours per day = 173.333 Standard hours per month
- C. **Work Week** is any seven consecutive days, starting with the same calendar day each week. FLSA requires that wages be calculated on a work week by work week basis. Work schedules must be translated into work weeks to determine FLSA wages due. Employees may have work periods different from seven days. For purposes of computing maximum hours per week in the District, the work week begins on Monday.
- D. **Pay (Payroll Period)** is a four-week (faculty) or monthly (Classified) payroll schedule for which employees receive either a quadra-weekly or monthly salary warrant (paycheck). Some employees also receive a semi-monthly Earned Salary Allowance (ESA) paycheck at the mid-point of the monthly pay period.
- E. **Payday** is the date when salary warrants are issued by LACOE. Warrants may not be issued to employees prior to this date.
- F. An **absence** occurs whenever a salaried employee is not present to perform assigned duties during his/her scheduled duty hours (work schedule).
- G. **Worked Time** is the time during which an employee performs duties and responsibilities for the District regardless of the employee's job status. For salaried employees in jobs assigned to negative time reporting, work time does not include benefit hours but does include holiday time under the provisions for overtime below.
- H. **Non-Worked Time** includes benefit hours and non-benefit hours as shown in Table AP-6311A.



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<b>TABLE AR 6311B WORKED AND NON-WORKED TIME</b>	
<b>BENEFIT HOURS</b>	<b>NON-BENEFIT HOURS</b>
Bereavement Leave	Compensatory Time
Court Appearances	Conference Attendance
Disability-Sick Leave	Employee-Elected Training
Family Care and Medical Leave	Facility Closure
Industrial Accident	Job Training
Leaves of Absence (General)	Jury Duty
Permissive Leaves Personal Leaves of Absences	Leave without Pay
Personal Necessity Leave	Paid-Time Off (PTO)
Vacation	Release Time
	Voting

- I. **Overtime** is authorized time worked in excess of eight (8) hours a day (except for employees on a 4/10 work schedule, exclusive of meal breaks, in any one day or time worked beyond 40 hours in a week for employees who are not exempt from FLSA. For employees on or 4/10 work week schedule, overtime is authorized in excess of 10 hours, respectively, in any one day.
  
- 8. **Accelerated or Projected Time Reporting:** Holidays and LACOE payroll processing timelines require the District to estimate employee attendance.
  - A. When an employee’s actual attendance differs from the projected attendance, an adjusted timesheet, and when applicable, absence report is required within two (2) business days of the employee’s return to work.
  - B. In the event the employee is unavailable due to an unexpected absence such as illness, personal emergency absence or bereavement, the supervisor’s submittal signature (or supervising manager) is accepted. In this instance, the supervisor (or supervising manager) is certifying that the employee hours reported are accurate and/or will be corrected by the employee upon his/her return. A copy of the supervisor’s time report will be sent to the employee by the Payroll Office with review and, if appropriate, correction instructions.
  
- 9. **352 Hour Vacation Limit Requirement**
  - A. In the event an employee accumulates in excess of 352 hours of vacation, the employee will be notified by the Chief Business Officer (CBO) that a special vacation time report schedule must be submitted and the date the special vacation time report schedule is due. The special time report must:



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- 1) Include least four (4) days vacation scheduled each month, for as many months as necessary until the vacation balance is reduced to below 352 hours for the fiscal year.
  - 2) Be submitted to the CBO after approval of the supervising manager no later than two (2) weeks of the CBO's request.
  - 3) Effective November 1, 2010, employees in excess of 352 hours accumulated vacation who have not complied with the Administrative Regulation AR 6311 Attendance and Time Reporting requirement to take at least 4 days vacation per month shall cease to accumulate any additional vacation until such time as their accumulated vacation balance is reduced below 352 hours. If denied, vacation days will be presumed taken for purposes of this calculation.
- B. Vacation scheduled according to this procedure must be taken as scheduled unless a new vacation time report schedule is submitted in advance to the CBO.
- C. Effective November 1, 2010 no additional vacation will accrue once an employee reaches 352 accumulated hours except as provided for under subsection "4)" below.
- 1) It is the employee's responsibility to request vacation in a regular and timely (three weeks in advance) fashion to avoid reaching the vacation accrual limit. An employee is expected to request vacation on a regular basis. If a manager does not respond to a vacation request within three working days, it is deemed approved.
  - 2) If the employee's vacation request was timely, but is denied due to a peak departmental workload period, the employee shall be provided the opportunity take the vacation at some other time during the same calendar month.
  - 3) Managers, other than the CEO, are not authorized to deny a timely vacation request that results in an employee accruing vacation in excess of the District's 352 hour limit
  - 4) If the CEO denies a vacation request, and the denial results in an accrual exceeding the 352 hour limit, the employee will continue to accumulate vacation until the balance is ultimately reduced below 352 hours. Once an employee has accumulated over 352 hours, vacation will continue to accrue until reduced equal to or below 352 hours as provided for in section "7.A" above.
  - 5) The only payment for accumulated vacation will occur when employment in all vacation earning positions ceases.

**10. Responsibilities**

- A. The Director of Fiscal Services is ensuring a payroll calendar is published each year that, at a



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minimum, identifies when timesheets and absence reports are due in the District's Payroll Office for each pay period and the corresponding bi-monthly and monthly paydays.

- B. Department Heads are responsible for ensuring timesheets are submitted to the District's Payroll Office by the timesheet submittal date.
- C. Supervisors are responsible for verifying timesheet and absence reports accurately reflect the employee's work and non-worked time.
- D. Individual employees are responsible for accurately reporting time worked and non-worked time according to established timelines and reporting procedures.
  - 1) The employee's signature that appears on the timesheet and, when applicable, appropriate absence form(s), attest that the time reported accurately represents the attendance.
  - 2) Employees are responsible for submitting (adjusted) timesheets and absence reports that may occur when time is worked differently than originally scheduled and/or reported to the District Payroll Office. Such adjustments are due in the District Payroll Office within five (5) business days of the employee's return or prior to the next payroll period, which is earlier.
  - 3) Failure to follow instructions regarding submission of timesheets and absence reports is a performance issue.