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TIME MANAGEMENT AND ATTENDANCE RECORDS

POLICY

Time Management and Attendance Records

LAST

REVISED

O National PDF(https://www.rochester.edu/policies/policy/attendance-records/?pdf=1) Email(mailto:?subject=Time Management and Atte

DECEMBER

2024

This policy applies to: All staff, faculty, residents, fellows, postdoctoral appointees, strong staffing temporary employees, student employees (undergraduate students employed through Student Employment and graduate students not paid a stipend/fellowship in furtherance of their degree)

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 CLASSIFICATIONS, FACULTY,
 RESIDENTS, FELLOWS AND
 POSTDOCTORAL APPOINTEES

I. Policy

Orderly pay and benefits administration as well as compliance with State and Federal regulations require that a record of actual hours worked along with non-work time be maintained on a daily basis for

ABOUT THIS POLICY

Policy Applies To

Staff

Policy Number

413

Policy Group

Human Resources

Issuing Authority

Human Resources

Responsible Officer

Daniel Salamone

Contact Information

daniel.salamone@rochester

.edu (mailto:

daniel.salamone@rochester

.edu)

ADDITIONAL RESOURCES

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myURHR Training

Materials

(https://www.rochester.ed

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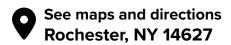
myurhr/training/%20)

DEL ATED DOLLOIES

BOUNDLESS POSSIBILITY

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