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[TIME MANAGEMENT AND ATTENDANCE RECORDS](#)

## POLICY

# Time Management and Attendance Records

LAST

REVISED

ON [Print](#) [Download PDF](https://www.rochester.edu/policies/policy/attendance-records/?pdf=1)(<https://www.rochester.edu/policies/policy/attendance-records/?pdf=1>) [Email](mailto:?subject=Time Management and Attendance Records)(<mailto:?subject=Time Management and Attendance Records>)

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

### Login to myURHR

(<https://www.rochester.edu/human-resources/myurhr/>)

### myURHR Training Materials

(<https://www.rochester.edu/human-resources/professional-success/myurhr/training/%20>)

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