Daily Attendance Tracking Calendar

The purpose of this document is to introduce the new attendance tracking system at The School of Population and Public Health (SPPH). This system will replace the pink sheet calendars previously used to request and record absences by CUPE2950, M&P and TECH/RA employees at SPPH.

This new system will allow all absences to be recorded electronically, removing the need for the paper forms. In addition, all absences for the year will be recorded on one document. This document will be submitted by you, to your supervisor for review and approval.

At the end of each month, your supervisor will be contacted by HR and asked to submit your updated Attendance Calendar via email. The information received by HR will be used to record statistics regarding absences, as well as to manage your vacation entitlement balance.

INSTRUCTIONS

1. Obtain the Daily Attendance Tracking Calendar from the SPPH website, and save a master copy to your computer.

   a. Rename the file using the format below:
      Example: 2014 Attendance Calendar_Smith, John

2. Complete the top of the form with your employment information as follows:

Name	Smith _(Surname)_	John _(Given)_	Employee #:	1234567	Supervisor:	Jane Doe
Employment Status:	☐ Full Time	☑ Part Time FTE: 0.50	Employment Group	M&P		
Number of Hours Per Week:	17.5		Position Title:	Superstar		

3. The grey boxes indicate weekends, and pink boxes indicate UBC Statutory Holidays

TO RECORD TIME OFF

1. First, <u>choose the date of the absence</u> and click on the <u>right-hand box under the date column</u> to select the <u>type of absence</u> from the drop-down menu. See the bottom of the Calendar for the list of absence Codes.

27	28

Drop-down menu options:
- S
- SD
- SU
- M/D
- V
- P
- OT
- LOA
- Mat

DEC

CODES

S	Sick - Self		P	Personal Leave*
SD	Sick - Dependant		OT	Overtime Worked
SU	Sick - Unpaid		LOA	Leave of Absence - Unpaid*
M/D	Medical or Dental Appointment		Mat	Maternity/Parental Leave*
V	Vacation		Pat	Paternity/Adoption Leave With Pay*

* All Leaves must be approved by Human Resources

2. Next, click on the <u>left-hand box under the date column</u> and select the <u>total number of hours</u> for which you will be absent from the drop-down menu.

27	28	29

Drop-down menu options:
- 0.5
- 1
- 1.5
- 2
- 2.5
- 3
- 3.5
- 4
- 4.5
- 5
- 5.5
- 6
- 6.5
- 7
- 7.5 TECH ONLY

(Please note that only full and half hours can be selected)

3. After each entry, please record the date to ensure that you are always working with the most up-to-date version of the document.

UPDATED AS OF: 31/01/2014
(DD / MM / YYYY)

4. You will see the tally of your time-off in the columns to the right of the calendar, noted in hours.

TOTAL Hours of Absence

27		28		29		30		31	
3.5	SD	1	S	2	M/D			7	V

Sick Leave			Appt.	Vacation *
Personal Sick	Dependant Sick	Total Sick Taken	Medical/Dental Appointment	Vacation Taken
Hours	Hours	Hours	Hours	Hours
1.00	3.50	4.50	2.00	7.00

1.00	3.50	4.50	2.00	7.00

* Please contact the HR Assistant to confirm your vacation balance.

SUBMITTING THE ATTENDANCE CALENDAR

It is your responsibility to obtain approval from your supervisor for any days of absence, whether they be Sick, Medical or Vacation, in advance of your absence. Click here to view the Absence SPPH Policies.

1. The employee will fill out the timesheet, following the instructions above, and will submit via email to their supervisor for review and approval.

2. At the end of each month, the supervisor will receive an email from HR requesting the Attendance Tracking Calendar for each of their employees.

    a. Supervisors will submit an email to the HR Assistant following the format below:
        i. Be sure to Cc: the employee
        ii. Include the current month and the employee's name in the Subject
        iii. Indicate your approval in the body of the message.
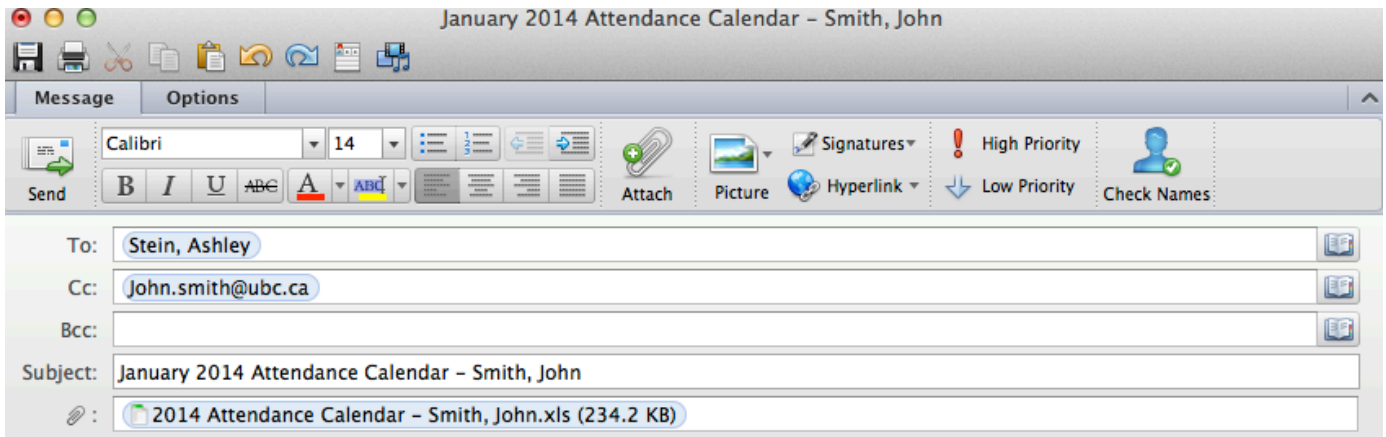
Please accept this email as my approval of the attached Attendance Calendar for John Smith.

If you have any questions, please feel free to contact:

Amelia Libonao
Human Resources Assistant
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