

Timekeeping Policy:

- Each employee is responsible for reporting all absences from work in MyTime Entry by the date requested in the timekeeper's monthly or biweekly email.
 - The supervisor is responsible for approving time in MyTime Entry by the date requested in the timekeeper's monthly or biweekly email.
 - Planned absences should be requested and approved in advance.
 - Exempt (from overtime) employees should report time-off in full-day increments.
 - Non-exempt (from overtime) employees should report time in quarter hour increments.
 - Hard copies of doctor's notes (for sick leave longer than five days) must be submitted with the timesheet.
 - Jury Duty backup documentation (summons and clocked time sheet) must be submitted with the timesheet.
 - Time-off with No-Pay must be requested at the beginning of the pay period.
 - Vacation: Sick Time cannot be substituted for vacation time absences, unless the vacation was cancelled in advance due to the illness/injury, or a doctor's note supporting the illness/injury is provided upon return.
 - If you are going to be absent, please set up voice mail and email reflecting that status.
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Absence Reporting Procedure

An Absence Email will be sent for both planned and unplanned absences as follows:

- Employee notifies their supervisor via email and copies ora-timekeeping@ucsd.edu.
- Subject line must include the following: "**Absence, your name, from/to dates**". (Example: "Absence, Jane Black, 11/21-11/23".)
- Indicate the reason for absence (e.g. sick, vacation, comp time, no-pay) and estimated the number of hours requested in the body of the email.
- Supervisor will review the request, and respond via email to the employee, copying ora-timekeeping@ucsd.edu.

Note: Hours requested in the Absence Email are a projection only. The completed timesheet will serve as the final record of attendance.