

CITRUS COMMUNITY COLLEGE DISTRICT BOARD POLICY

P-4246
Page 1 of 1

ATTENDANCE

Reporting of Time Worked

All classified employees shall record time worked on the "Classified Attendance Report". All personnel will record each day, their exact hours worked.

Any irregularity on time cards or sheets shall be clearly marked by the employee and/or supervisor explaining the irregularity.

Attendance sheets and time cards are due in the Accounting Office on the last working day of each month, properly signed and approved by the immediate supervisor. (Warrants will not be released unless time records are properly processed.)

Adopted 12/14/76