

STATE OF ALASKA  
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES  
**POLICY AND PROCEDURES**

P & P No.

26-5202

Page

1 OF 1

Effective Date

SUBJECT

EMPLOYEE TIME AND ATTENDANCE

Supersedes P & P No.

Dated

5/28/82

APPROVED BY



DIVISION

FINANCIAL MANAGEMENT

SECTION

DIRECTOR'S OFFICE

CHAPTER TITLE

TIME AND ATTENDANCE  
REPORTING FOR ADMINISTRATIVE PERSONNEL

PURPOSE:

To establish a monthly time and attendance reporting procedure for personnel funded in full by operating money and whose time data is not required for project cost accounting.

POLICY:

It is the policy of this Department to maintain daily time and attendance records in an efficient manner.

DISTRIBUTION:

All holders of the Department Policy and Procedures Manual and all Administrative Officers.

PROCEDURE:

Directors will identify those employees within their Divisions totally funded by operating money and whose time and attendance data is not needed for project cost accounting; these employees will be designated as Administrative Personnel.

The Division of Financial Management will coordinate and maintain a listing of all employees authorized to use this system, and will forward all updates to the Division of Information Systems and the Regional Administrative Offices.

The procedure for time and attendance reporting for Administrative Personnel is:

1. Responsibility for the Attendance Report, form 25A-065, will be assigned to the unit supervisors or a designee.
2. Each employee's name and Social Security number will be listed on the form. (A xerox copy of the form may be made to reduce the typing effort in succeeding months.)
3. Daily, the responsible employee will note the absence of an employee and assure that leave slips are completed upon return of the employee.
4. The termination and new hire date of an employee should also be noted on the form.
5. The Attendance Report will be reviewed and signed by the unit supervisor and then forwarded to the appropriate Regional Administrative Office no later than the 16th of each month.
6. The Regional Administrative Offices will file the Attendance Reports by unit, retain for one year, and then destroy.