



ATTENDANCE RECORDS POLICY

COR142

OBJECTIVE

The following policy seeks to ensure appropriate controls are exercised over recording attendance.

SCOPE

This policy applies to all employees of the department. The employment conditions of the employee (such as entitlement to flexitime) will dictate the applicable method of recording attendance.

POLICY

Recording Working Hours

Employees will use an electronic time management system, a time sheet or attendance form, as determined by the Branch Head, to record their working hours.

Employees entitled to flexitime arrangements must use either an electronic time management system or time sheet.

Electronic Time Management System

An electronic time management system must record an employee's:

- Start and finish times
- Duration taken for meal breaks and other required breaks
- Indicate when leave is taken, including leave type and duration
- Calculate and record flexitime accruals and usage.

Local Branch electronic time management procedures must be followed to record attendance.

Employees must have recorded their attendance, including any leave or flexi days taken, and submit to their immediate manager within two (2) days of the end of the four (4) week accounting period. The immediate manager must verify attendance records within five (5) working days of the end of the accounting period.

Time Sheets

Where time sheets are being used:

- The time sheet recording should be maintained on a [time sheet form](#) or similar template.
- Employees will accurately complete, sign and submit their time sheet to their immediate manager within two (2) working days of the end of the four (4) week accounting period.
- The immediate manager will review and certify the accuracy of the working hours and flexitime within five (5) working days following the end of the four (4) week accounting period.

- The Branch/Section is responsible for ensuring that hard copies of timesheets are securely stored and culled in accordance with the State Records Act, 1997 and associated guidelines, policies and disposal schedules.

Attendance Forms

Where an employee is not on flexitime arrangement:

- The employee's attendance should be maintained on the/an [employee attendance form](#).
- Employees will accurately complete, sign and submit their form to their immediate manager within two (2) working days of the end of the four (4) week accounting period.
- The form is to be certified by the immediate manager and filed with other attendance records for the section within five (5) working days following the end of the four (4) week accounting period.
- Branch Heads attendance does not need to be recorded on an employee attendance form as their attendance is recorded through the Senior Staff Weekly Movements schedule that is maintained by the Under Treasurer's office.

RESPONSIBILITIES

Branch Heads

The Branch Heads are responsible for:

- Ensuring compliance with this policy and the [Flexible Working Arrangements Policy \(COR141\)](#) within their branch.
- Ensuring attendance records are managed, including the setting up of new employees on time recording mechanisms.

Section Heads / Unit Managers

Section Heads / Unit Managers are responsible for:

- Ensuring employees understand and utilise an approved method for recording attendance.
- Overseeing and managing employee working hours, including accuracy of recording and verifying hours worked.
- Ensuring that employee attendance is accurately recorded, including reconciling leave taken against the bonafide and leave reports.
- Consulting with the Human Resources Section in relation to employees whose flexitime debit hours exceed 10 hours in any one accounting period to determine an appropriate course of management action.

RELATED DOCUMENTS

This policy complies with and should be read in conjunction with the following:

- *Public Sector Act 2009*
- *Equal Opportunity Act 1984*
- *Work Health and Safety Act 2012 (SA)*
- Commissioner's Standard 3.1 Voluntary Flexible Working Arrangements
- Commissioner's Standard 3.3 Employee Relations

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- SA Government Public Sector Wages Parity Enterprise Agreement: Salaried 2012
- SA Government Wages Parity (Weekly Paid) Enterprise Agreement 2010
- [Working From Home Policy \(COR085\)](#)
- [Flexible Working Arrangements Policy \(COR141\)](#)



EXECUTIVE DIRECTOR, CORPORATE SERVICES

For 
UNDER TREASURER

28 / 02 / 2013