

# State Human Resources Policy #E24-104.01

## Leave and Attendance Reporting

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

### **DEFINITIONS**

Agency – The South Carolina Military Department/Office of the Adjutant General

### **FORMS**

All forms noted for use in accordance with this Policy may be found at <https://scmd.sc.gov/state-operations/forms> under the “Time-Sheets” and “Lead and Attendance” Sections.

### **POLICY**

1. Employees of the South Carolina Military Department will use the South Carolina Enterprise Information System (SCEIS) to document, report, and approve their and their employees’ leave and attendance.
2. Exceptions
  - a. The following areas are an exception to this Policy based on their schedules:
    - McCrady Fire Protection
    - McEntire Fire Protection
    - Greenville Force Protection
    - McCrady Force Protection
    - McEntire Force Protection
    - TAG Complex Force Protection
    - Youth/Job Challenge Cadre Section
  - b. Employees in these areas will use either the Weekly Permanent/Grant Employment Leave and Attendance Record – Exempt Form, the Weekly Permanent/Grant Employment Leave and Attendance Record – Non-Exempt Form or the applicable Bi-Weekly Leave and Attendance Record Form to document and report their leave and attendance.
  - c. The employee will submit the form to their supervisor for approval and routing.
3. In addition to documenting and reporting their leave and attendance in SCEIS, employees in the following status will complete either a Weekly Permanent/Grant Employment Leave and Attendance Record – Exempt Form, a Weekly Permanent/Grant Employment Leave and Attendance Record – Non-Exempt Form or the applicable Bi-Weekly Leave and Attendance Record to document and report their leave and attendance. The employee will submit the form to their supervisor for approval and routing.
  - New Hire (First Leave and Attendance Record Form)

- Termination (Final Leave and Attendance Record Form)

4. Temporary Employees.

a. Temporary Employees will use SCEIS to document, report, and gain approval of their time and attendance.

b. Temporary Employees who do not have access to SCEIS will record their time and attendance on the Weekly Temporary Employment Attendance Record Form and submit the form to their supervisor for approval and routing.

5. The Military Department State Human Resources Officer (State HRO) will annually update the Weekly and Bi-Weekly Leave and Attendance Forms, and will ensure the updated forms are posted to <https://scmd.sc.gov/state-operations/forms> and forwarded to the Agency's Departments and Programs.

6. Misrepresentation or falsification of information pertaining to leave and/or attendance by an employee may be subject to the Agency's Progressive Discipline Policy up to and including termination.

## PROCEDURE

1. All employees will enter their time and leave requests in SCEIS unless noted below.

a. Non-Exempt employees will complete entering their time in SCEIS for the previous week NLT 1200 on the following Monday.

(1) In the case of the areas exempted from SCEIS reporting and/or requiring either the Weekly Permanent/Grant Employment Leave and Attendance Record Form or the Temporary Employment Attendance Record Form, those employees will submit their Attendance Record Form to their supervisors NLT 1200 on the following Monday.

(2) Employees must include a reason/justification for any Overtime in the "Notes" field on the SCEIS "Create Time Entry" page. Employees who are using one of the manual forms to record their time will include the reason/justification for the Overtime in the "State Reason" field.

b. Supervisors will review and approve/disapprove the SCEIS time entries and leave requests, and/or the Leave and Attendance Sheets for their employees NLT COB (1700) on Monday.

c. The State HRO (i.e. Time & Accounting) will enter into SCEIS all leaves that require approval at the State-level (e.g., Military Leave, Leave Without Pay, Family Medical Leave, etc.). Employees, Supervisors and Section Time & Accounting Coordinators will not enter those leaves in the SCEIS system at their level.

d. NLT 1200 on Tuesday, Department Heads and Program Managers (or their designated representative) will forward all Weekly Permanent/Grant Employment Leave and Attendance Record Forms (with attached required documentation) to the Military Department State Human Resources Office (HRO) Leave Administrator and/or forward all Temporary Employment Attendance Record Forms to the HRO State Pay Coordinator.

2. The HRO Leave Administrator will run the Missing Time Report each Wednesday by 1200 to identify any attendance not recorded in SCEIS. Program Managers and Department Heads will have until NLT COB on Friday of that week to correct any errors.

3. Corrections

a. Employees will submit requests for corrections no later than two weeks after the end of the month using the Request for Leave Adjustment Form through their Department Head/Program Manager or their designated representative to the State HRO. The employee will include all supporting documentation with the request.

b. The State HRO or their designated representative will evaluate each request and supporting documentation on a case-by-case basis, and make a determination on approval/disapproval.

c. The State HRO or their designated representative will make any necessary corrections to the SCEIS records, as needed, and forward the determination through the chain to the affected employee.