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*Division of Human Resources and Payroll*

## **TIME AND ATTENDANCE POLICY**

The Official Record for time and attendance consists of time sheets, time logs (as applicable) and time and attendance data within the Human Resources and Compensation Management System (HR/CMS). HR/CMS will be used as the source for answering inquiries regarding employee attendance including gathering compensated absences for GAAP reporting. For some inquiries it may be necessary to supplement the information stored in HR/CMS with the written time and attendance records (i.e. time sheets and time logs).

In accordance with this policy, all Cabinet Secretaries and Agency Heads must maintain time and attendance records for a period of three (3) years. Time and attendance records include the following:

- Time sheets. Time sheets must be signed by the employee with an appropriate accounting for leave utilized.
- Time logs (as applicable). Time logs or other worksheets signed by the designated supervisor, are used to record information from time sheets for data entry into the HR/CMS application.
- HR/CMS time and attendance records. These records must be accurate and up to date.

Time and attendance should be posted in HR/CMS for all Commonwealth employees every biweekly pay period (2 weeks). All time posted for an employee (regular, holiday, etc.) must be accurate and up to date in the current period. Agencies should make every effort to post time and attendance related to overtime in the same pay period that the overtime was earned. However, it is understood that there are situations in which the overtime entries cannot be made until the following pay period, e.g., overtime earned in the first week of the pay period should be paid within the same pay period; overtime worked in the second week of the pay period should be paid in the following pay period.