



**Administrative
Manual
POLICY**

SECTION

Personnel

SUBJECT

ATTENDANCE RECORD

Scope

All agencies are required to keep a detailed record of each employee's attendance on an ATTENDANCE RECORD (28-1408-5151) [AM-204-17-1].

Purpose

The purpose of this record is to: (1) serve as a document for the recording of each employee's attendance during a calendar year; and (2) supply supervisors with the necessary information regarding their employees' attendance.

Employees Involved

An ATTENDANCE RECORD must be prepared and retained for each City employee.

Other Attendance Report

An agency's PAYROLL ATTENDANCE REPORT (147-019) [AM-204-16-1] must be prepared in addition to an ATTENDANCE RECORD.

