



## Illinois Department of Corrections

### Administrative Directive

Number: <b>02.65.170</b>	Title: <b>Daily Attendance</b>	Effective: <b>11/1/2020</b>
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<b>Authorized by:</b>	<i>[Original Authorized Copy on File]</i> <b>Rob Jeffreys</b> Acting Director
<b>Supersedes:</b>	02.65.170 effective 9/1/2002 and amended 8/1/2005 and 11/1/2005

<b>Authority:</b> 730 ILCS 5/3-2-2	<b>Related ACA Standards:</b> 5-ACI-1B-16; 5-ACI-1C-01, 04, 07
<b>Referenced Policies:</b> 02.65.131, 02.65.185	<b>Referenced Forms:</b> DOC 0126 – Notification of Absence Report DOC 0129 – Report of Overtime, Compensatory Time or Other Adjustments to Pay DOC 0131 – Daily Attendance Record DOC 0133 – Roll Call or Sign In Sheet

#### I. POLICY

Employee attendance shall be recorded daily in accordance with this directive.

#### II. PROCEDURE

##### A. Purpose

The purpose of this directive is to provide a written procedure for recording daily attendance.

##### B. Applicability

This directive is applicable to all facilities, offices, programs and parole services within the Department.

##### C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

##### D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

##### E. General Provisions

1. Daily attendance may be recorded on a Roll Call or Sign In Sheet, DOC 0133, via time clocks or on a Daily Attendance Record, DOC 0131. However, the DOC 0133 is required at all work sites where the employees are required to stand roll call or to sign in and out on a daily basis.
  - a. Time for contractual employees who have a direct personal service contract with the Department shall be recorded on a separate document.
  - b. Employees of contractors performing services for the Department shall sign in and out in accordance with Administrative Directive 02.65.185.
2. Paid lunch may also be documented on the DOC 0133.
3. Hours worked in excess of regular hours or adjustments in pay due to temporary assignment,

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standby, call back, or paid lunch not reported on a DOC 0133 shall be repeated on a Report of Overtime, Compensatory Time or Other Adjustments to Pay, DOC 0129, in accordance with Administrative Directive 02.65.131.

4. All absences shall be recorded on the daily attendance record used and supported by a Notification of Absence Report, DOC 0126. The appropriate absence code (refer to Attachment A) shall be recorded on the daily attendance record where appropriate and if known.
5. Attendance records for those individuals who are paid with grant funds shall be recorded on attendance records separate from State paid employees.

**F. Roll Call or Sign In Sheet**

The supervisor shall:

1. Prepare a DOC 0133 in ink each day.
  - a. The facility name, work location, date and shift shall be completed.
  - b. The employee's names shall be listed alphabetically unless the employees who do not stand roll call are required to sign in in chronological order.
2. For employees required to stand roll call, call the roll daily and place a checkmark in the Roll Call column. The Time In and Out columns are not required to be completed except to record late arrival and early departure. This includes late arrival for roll call.
3. When used as a sign in sheet, ensure employees sign in and out including the employee's signature and **exact** time of arrival and departure.
4. Where appropriate, and if known, record the appropriate absence code per Attachment A.
5. Where appropriate, indicate the employee is to receive "paid lunch" in the Comment or Work Assignment column and any other optional comments concerning the employee's time or assignment.
6. Enter a footnote at the bottom of the sheet indicating that an employee started or terminated on that date.
7. Date and sign the report as approved.

**G. Time Clocks**

1. At the beginning of each pay period, the Chief Timekeeper shall type and insert a time card for each employee in the time card rack.
2. Each employee shall punch-in his or her own time card at the beginning of the work shift.
3. When an employee leaves the work location for break or lunch, the employee shall punch-out; the employee shall punch-in upon returning to the work location.
4. Each employee shall punch-out at the end of the work shift, or if the employee is held over to work overtime, the employee shall punch-out at the end of his or her overtime assignment.
5. Correcting entries may **only** be entered and initialed on the time cards by the Supervisor.
6. On the last day of each pay period, the Chief Timekeeper shall pick up the old and insert the new

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time cards in the time card rack.

7. The Chief Timekeeper shall use the time cards to document regular shift hours worked.

**H. Daily Attendance Record**

1. Where a time clock or the DOC 0133 is not used, daily attendance shall be recorded on a DOC 0131 unless otherwise approved by the Manager, Payroll/Timekeeping/Claims.
2. The Supervisor shall ensure a separate DOC 0131 is prepared in ink and processed for each pay period.
  - a. From the 1<sup>st</sup> through the 15<sup>th</sup> day of the month.
  - b. From the 16<sup>th</sup> through the 31<sup>st</sup> day of the month.

**NOTE:** A copy of the parole agent check in/check out log may be used in lieu of the DOC 0131 provided it is processed in accordance with the provisions in this directive for the daily attendance records.

3. Each DOC 0131 shall include:
    - a. An indication of an original or amended report;
    - b. Timekeeping Group Code, Pay Code and Week Ended date;
    - c. Unit name, office or shift; and
    - d. Names of all employees in alphabetical order. For employees who are starting or terminating within a pay period, a footnote shall be added at the bottom of the report to indicate the effective date and from or to where the employee has transferred.
  4. Attendance shall be recorded on a daily basis using the legend on the DOC 0131. The proper symbol shall be entered in each date column; symbols representing **without pay** shall be entered in **red ink**.
  5. At the end of each week, the total number of days each employee is to be compensated shall be entered.
  6. The preparer shall sign the DOC 0131, attach any supporting documentation not previously submitted and forward it to the Supervisor.
  7. The Supervisor shall sign and date the approved report and submit it with all supporting documentation to the Chief Timekeeper on the last working day of each pay period.
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### Attachment A

### Absence Codes

- A1 = Away on State Business
- AH = Accumulated Holiday
- BD = Blood Donor
- C = Compensatory Time or Equivalent Earned Time Taken
- D = Unauthorized Absence **(Dock)**
- E = Extended Benefits
- FD = Furlough Day **Without Pay**
- H = Holiday
- J = Jury Duty
- LOA = Leave of Absence
- M = Military Leave With Pay
- MS = Military Sick
- N = Military Leave **Without Pay**
- O = Day Off
- P = Personal Business
- PD = Platelets Donor
- R = Other Paid Time Off
- SC = Service Connected Sick Leave
- SCA = Service Connected Appointment
- SF = Sick Family
- SLB = Sick Leave Bank
- SM = Sick Maternity
- SP = Sick Personal
- T = Training
- TA = Temporary Assignment
- U = Union Business
- UM = Upward Mobility
- V = Vacation
- X = Suspension **Without Pay**
- Y = Other **Without Pay**
- Z = Authorized Absence **(Dock)**