



ATTENDANCE ENTRY
Summer Guidelines and Information

Summer 2017

- * **Attendance should be entered daily by employees and reconciled each month by the school/department (this should be complete by the second business day of each month along with payroll).**
- * **Do not forget to enter attendance for employees out on extended leave if they cannot enter on their own.**

- June 1** **Classified** employees 2017-18 vacation days allocated.
- July 3** **2017-18 leave days allocated (sick/family sick, personal, alt leave)**
Administrators 2017-18 vacation days allocated.
- August 31** **ADMINISTRATORS ONLY - Last day to use 2016-17 vacation days.** Any remaining vacation days over the allowed 20 earned will be lost and will no longer be available to use (the 20 front-loaded days from July 3 are not yet earned and will not be removed).
- September 30** **ELIGIBLE CLASSIFIED EMPLOYEES - Last day to use 2016-17 vacation days.** Any remaining vacation days will be lost and will no longer be available to use.