

**Attendance Reporting Instructions
Friday, March 2, 2018**

Friday, March 2, 2018 Schools and Administrative Offices Closed - Systemwide Closing	
11 & 12-month MCAAP, MCBOA, MCEA	staff were not required to report to work
	PACS attendance screens have been prefilled with EMR for 1/10th of the employees biweekly hours scheduled
	staff on previously approved leave type, report EMR
	staff who are on previously approved NPR (leave without pay) remain reported as NPR
10-month MCEA	staff were not required to report to work
	PACS attendance screens have been prefilled with EMR for 1/10th of the employees biweekly hours scheduled
	staff on previously approved leave type, report EMR
	staff who are on previously approved NPR (leave without pay), remain reported as NPR
	staff who were not scheduled to work, please remove the prefilled EMR
	staff who are reported using the NO Prefill function- meaning they do not work 1/10th the biweekly hours scheduled daily- report the number of hours scheduled to be worked/reported as EMR
10 over 12 Schedule MCEA Infants & Toddlers	normal individual work schedule calendars for staff will prefill the PACS attendance screens
	staff scheduled to work remain reported as REG
	staff on previously approved leave type, report REG
	staff who are on previously approved NPR (leave without pay) remain reported as NPR
9- and 10-month SEIU	staff were not required to report to work
	PACS attendance screens have been prefilled with EMR for 1/10th of the employees biweekly hours scheduled
	staff on previously approved leave type, report EMR
	staff who are on previously approved NPR (leave without pay) remain reported as NPR
	staff who were not scheduled to work, please remove the prefilled EMR
	staff who are reported using the NO prefill function- meaning they do not work 1/10th the biweekly hours scheduled daily- report the number of hours scheduled to be worked/reported as EMR
12-month SEIU Non-Emergency	staff were not required to report to work
	PACS attendance screens have been pre-filled with EMR for 1/10th of the employees biweekly hours scheduled
	staff on previously approved leave type, report EMR
	staff who are on previously approved NPR (leave without pay) remain reported as NPR
12-month (emergency)	PACS attendance screens have been pre-filled with EMR for 1/10th of the employees biweekly hours scheduled

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other than Building Service Staff overtime eligible SEIU)	Post EDW for actual number of hours worked not to exceed 8 hours
	hours worked over 8 should be reported as OTR (overtime regular rate)
12-month Building Service Staff-SEIU	Staff who reported to work should be posted REG for hours worked. For the balance of their scheduled hours not worked, post EMR. In addition, post EDW for actual hours worked. (i.e., 8 hour employee - worked 3 hours on emergency day. Post 3 hrs REG, 5 hrs EMR, and 3 hrs EDW)
	All other staff should be reported EMR. Timekeepers will need to manually post EMR for their building service staff.
	staff who are on previously approved NPR (leave without pay) remain reported as NPR
Temporary Part Time Building Service Staff	Report actual number of hours worked as TPT
Temporary Part Time TPT or TPE	report actual number of hours worked as TPT or TPE
	only staff with T6490 assignments and who were scheduled to work are to be reported EMR for the number of hours scheduled
Long-Term Substitutes Teachers (LTS)	report the scheduled number of hours to work as EMR
Short-Term Substitutue Teachers (STS)	no time to be reported
Summer Employment (SE)	no time to be reported