University of Rhode Island
Office of the Controller

University Attendance Reporting Policy
Revised: April 16, 2012 | Reviewed May 3, 2017

STATE PAYROLL (Faculty/Staff Employees)

As official University documents, Biweekly Attendance Reports must accurately represent attendance. Each attendance report is a vehicle for the authorization of the expenditure of funds and must be electronically signed by the employee and her/his supervisor as an accurate reflection of attendance. The employee's signature serves as an initial verification of the reports accuracy. The supervisor's electronic signature confirms the reports accuracy and authorizes payment for the hours reported. This policy applies to all University employees reporting their attendance on Biweekly Attendance Reports regardless of classification, job description, and union affiliation.

Biweekly Attendance Reports must be submitted in accordance with the Faculty/Staff Bi-Weekly Pay Schedule. Failure to submit properly completed attendance reports on due dates may result in a two week delay in receiving proper compensation for that pay period. It is occasionally necessary to report attendance before the fact (i.e. on a scheduled Thursday submission date due to a holiday falling in the following week). Please note that any corrections to such a report or to any previously submitted report must be reported by the submission of an electronic Biweekly Payroll Correction Request. **Under no circumstances should incorrect attendance reports be corrected by adjusting subsequent reports.** This practice is potentially dangerous and could be perceived as falsifying attendance reports.

PEOPLESOFT PAYROLL (Students, Hourly Part-Time Employees)

Hours worked must be reported and approved electronically on the PeopleSoft payroll system. Data submitted electronically in PeopleSoft become official documents upon approval and represent authorization for the expenditure of funds. All students, graduate students assigned to the student (STU) pay group, and internal hourly employees assigned an hourly rate must be paid only for actual hours worked. Hourly employees cannot be treated as a "contract employee" with departments "fabricating" hours worked to reach a pre-determined compensation amount. Hourly employees paid on the PeopleSoft system cannot work overtime. Departments should maintain a log of daily hours worked that serve as verification of approved hours.

Hours must be reported and approved on-line. Normally hours must be approved by 4:30PM on each Monday following the end of a pay period for all work performed during that pay period. In the event that the Monday following the pay period is a holiday, the system will remain open on Tuesday until 4:30PM for the approval of hours. Hours approved after this time will not be paid in the current pay period but will remain as approved hours on the system and will be paid the following pay period.

Hours must be submitted and approved only after they have been worked. Time should not be reported in anticipation of employees working scheduled hours. Hours reported prior to being worked will be removed from the system and employees will be forced to reenter them. Under no circumstances should incorrect hours be corrected by adjusting subsequent reports. This practice is potentially dangerous and could be perceived as falsifying attendance report. In the rare instances where errors occur in the payment of hours, departments must submit [Request for Correction on In House Attendance Reports](#) forms to correct the erroneous hours.

To insure prompt and accurate payments to PeopleSoft hourly employees it is highly recommended that department personnel direct their hourly employees to enter hours as frequently as possible after they are worked. Hours should be entered and approved no less frequently than weekly. This practice will ensure that there are not problems with the entry and approval of hours and prevent situations in which problems that occur late in the pay period impact the University's ability to properly compensate our employees.