

## **SAM—PAYROLLS**

### **ATTENDANCE RECORDS**

**8539**

(Revised 9/00)

Agencies will maintain complete records of attendance and absences for each employee during each pay period. These records will be properly certified. The original copy of the completed Time and Attendance Report form, 672, required by SCO and maintained at the agency, will be signed only by those authorized per the signature on file at SCO.

Lists of those persons authorized to approve attendance documents supporting form 672 will be maintained in agency human resources offices. Agencies may designate specific individuals to certify attendance to the human resources office. If specific individuals are not designated, an employee's supervisor will certify the attendance. Authorizing signatures will be compared to the lists, which will be continuously updated.

Agencies must certify attendance to SCO after the close of each pay period in the manner prescribed by SCO.

When individual time records are maintained by employees, they will be signed by both the employee and the employee's supervisor.

Persons certifying attendance reports cannot certify his/her own attendance report.