



## Job Aid: Attendance Points

This job aid explains attendance point accrual and clearing. The **Attendance** points tab tracks employees' attendance incidences.

Attendance Points	Points
Initial Balance Sun 05/31	0.00
Credits	1.00
Debits	0.00
Ending Balance Sat 06/13	1.00

Show Details >>

### Attendance Point Accrual Rules

Attendance points can be accrued in the time and attendance system according to the following rules:

- If you clock in late by *more than one minute and less than four hours*, the attendance bank automatically accrues one point. A message states that you may use **flex start** twice a month. If you want to use **flex start**, a timekeeper can enter the "Attendance Points Adjustment" to reduce the bank.

*You can be up to 10 minutes late twice a month with Flex Start. The system "counts" a late clock in as a point, but if you make up the time at the end of the shift, a timekeeper/manager can manually make an attendance adjustment of one point (up to twice a month)—it will not be counted against you.*

- If you clock out early and do not use absence time (vacation, sick, personal, floating, or comp), you automatically accrue one point.
- If you call in for an absence and do not have sick time accrued, the timekeeper can manually adjust the attendance bank with the "Attendance Points Adjustment" pay code.

Pay Code	Hours
Please Select	
Sick - 300	
Vacation - 300	
Attendance Points Adjustment	
Bereavement - 215	
Call Back	

- If you do not call off from work within two hours of scheduled work, you will accrue three points.
- Pay is not docked until you are six minutes late; however, you can still accrue attendance points.
- All points are doubled if an event occurs on the day before or after a holiday.
- All points "roll off" (are debited) 365 days after they accrue.

Exception messages appear when any attendance points are accrued and when certain point thresholds are reached.

Date	Exception Message	Severity
Mon 06/01	Employee has swiped in late for work.	Warning
Mon 06/01	Late punch-in detected. This will accrue 1.0 attendance point(s).	Info

Depending on your balance, exception messages display at the following attendance point threshold intervals:

- 6-9 points
- 10-12 points
- 13-17 points
- 18-20 points
- 21-24 points
- 25 + points

### Examples

- Example 1:** An employee is scheduled to clock in at 8:00 a.m. He clocks in at 8:02 a.m. He automatically receives one attendance point.
- Example 2:** An employee is scheduled to come in at 8:00 a.m. She clocks in at 8:02 a.m. She wants to use their flex start. The attendance point will still be added, but then can be removed manually by the timekeeper using the "Attendance Points Adjustment" code.
- Example 3:** An employee is scheduled to leave at 4 p.m. He leaves at 3:30 p.m. and cannot or do not use any absence time (Vacation, Sick, Personal, Floating, Comp) to fill in the gap. He automatically is given a point.
- Example 4:** An employee is scheduled to clock in at 8:00 a.m. She calls in sick at 7:45 a.m. The timekeeper can manually add attendance points for No/Call No show, using the "Attendance Points Adjustment" code.