

<b>FLORIDA</b>	<b>OFFICIAL</b>
<b>POLYTECHNIC</b>	<b>UNIVERSITY</b>
<b>UNIVERSITY</b>	<b>POLICY</b>

<b>Subject/Title:</b> Work and Absence Certification
<b>FPU Policy Number:</b> FPU-6.0031P
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
<b>Date First Adopted:</b> April 2, 2017
<b>Date Revised:</b>
<b>Responsible Division/Department:</b> Finance and Administration
<b>Initiating Authority:</b> Mark Mroczkowski, VP & CFO

**A. APPLICABILITY/ACCOUNTABILITY:**

This policy applies to all University salaried exempt employees including faculty.

**B. POLICY STATEMENT:**

The University requires that all salaried exempt employees, including faculty, certify that they have either worked or properly recorded their absences. The University also requires that supervisors approve the certifications of their direct reports. All such certifications and approvals must be reported in the University ERP System on or before the last day of each pay period.

**C. DEFINITIONS:**

1. **Certification:** is the process in which a salaried exempt employee certifies that they have worked and recorded all absences, if any, in the ERP System.
2. **Absence:** occurs when an employee is not present during a normally scheduled work period.
3. **ERP System:** is the Enterprise Resource Planning System known as Workday presently in use by the University or any system that may replace Workday in the future.
4. **Salaried Exempt Employees:** those employees classified as either executive, administrative or professional who satisfy the requirements of 29 CFR 541 "Defining, Delimiting the Exemptions for Executive, Administrative, Professional, Computer and Outside Sales Employees."
5. **Supervisor:** is an employee at the University whose responsibilities include managing time, managing absences, and conducting performance appraisals for one or more of his or her direct reports.

**D. PROCEDURE:**

Twice monthly, by each pay date, each salaried exempt employee must certify in the ERP System that they have either worked or recorded their absences. Each supervisor must subsequently review and approve the certifications made by their salaried exempt direct reports on or before the last day of each pay period. Each certification and supervisor approval must be made electronically in the ERP System, in accordance with instructions provided by the Administration.

- E. COMPLIANCE:** Failure to comply with this policy may result in disciplinary action up to and including termination of employment.

POLICY APPROVAL

Policy No.: FPU-6.0031P

Initiating Authority

Policies & Procedures Review Committee Chair

President/Designee

Approved by FPU BOT, if required

Date

Date

Date

Date

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