

State Human Resources Policy #E24-104.01

Leave and Attendance Reporting

The language used in this document does not create an employment contract between the employee and the Agency. This document does not create any contractual rights or entitlements. The Agency reserves the right to revise the content of this document, in whole or in part. No promises or assurances, whether written or oral, which are contrary to or inconsistent with the terms of this paragraph create any contract of employment.

POLICY

1. Employees of the South Carolina Military Department will use the South Carolina Enterprise Information System (SCEIS) to document, report, and approve their and their employees' leave and attendance.

2. The following areas are an exception to this policy based on their schedules. Employees in these areas will use either the Exempt or Non-Exempt Weekly Permanent/Grant Employment Leave and Attendance Record Form to document and report their leave and attendance. The employee will submit the form to their supervisor for approval and routing.

- McCrady Fire Protection
- McEntire Fire Protection
- Greenville Force Protection
- McCrady Force Protection
- McEntire Force Protection
- TAG Complex Force Protection
- Youth Challenge Cadre Section

3. In addition to documenting and reporting their leave and attendance in SCEIS, employees in the following status will complete either the Exempt or Non-Exempt Weekly Permanent/Grant Employment Leave and Attendance Record Forms to document and report their leave and attendance. The employee will submit the form to their supervisor for approval and routing.

- New Hire (First Leave and Attendance Record Form)
- FMLA
- Military Leave (with a copy of Military Orders)
- Leave Without Pay (see Leave Without Pay Policy)
- Termination (Final Leave and Attendance Record Form)

4. Temporary Employees will use SCEIS to document, report, and gain approval of their leave and attendance. In addition, Temporary Employees will record their time and attendance on the Temporary Employment Attendance Record Form, and submit the form to their supervisor for approval and routing.

5. State HRO will annually update the Exempt and Non-Exempt Weekly Permanent/Grant Employment Leave and Attendance Record Forms, and the Temporary Employment Attendance Record Form, and will forward the updated forms to the Department, Programs and organizations for their use.

6. Misrepresentation or falsification of information pertaining to leave and/or attendance by an employee may be subject to the Agency's Progressive Discipline Policy up to and including termination.

PROCEDURE

1. All employees will enter their leave requests in SCEIS.
2. Non-Exempt employees will complete entering their time in SCEIS for the previous week NLT 1200 on the following Monday. In the case of the areas exempted from SCEIS reporting and/or requiring either the Weekly Permanent/Grant Employment Leave and Attendance Record Form or the Temporary Employment Attendance Record Form, those employees will submit their Attendance Record Form to their supervisors NLT 1200 on the following Monday.
3. Supervisors will review and approve/disapprove the SCEIS time entries and leave requests, and/or the Leave and Attendance Sheets for their employees NLT COB (1700) on Monday.
4. NLT 1200 on Tuesday, Department Heads and Program Managers (or their designated representative) will forward all Weekly Permanent/Grant Employment Leave and Attendance Record Forms (with attached required documentation) to the Military Department State Human Resources Office (HRO) State Leave Administrator and/or forward all Temporary Employment Attendance Record Forms to the HRO State Pay Coordinator.
5. The HRO State Leave Administrator will run the Missing Time Report each Wednesday by 1200 to identify any attendance not recorded in SCEIS. Program Managers and Department Heads will have until NLT COB on Friday of that week to correct any errors.
6. Corrections
 - a. Employees will submit requests for corrections no later than two weeks after the end of the month using the Request for Leave Adjustment Form through their Department Head/Program Manager or their designated representative to the State HRO. The employee will include all supporting documentation with the request.
 - b. The State HRO or his designated representative will evaluate each request and supporting documentation on a case-by-case basis, and make a determination on approval/disapproval.
 - c. The State HRO or his designated representative will make any necessary corrections to the SCEIS records, as needed, and forward the determination through the chain to the affected employee.

ATTACHMENT: Request for Leave Adjustment Form

**THE MILITARY DEPARTMENT OF SOUTH CAROLINA
Request for Leave Adjustment Form**

Employee Name: _____ SCEIS Personnel #: _____

Department: _____

This adjustment is requested for the following reason(s):

Keying Error Late Time and Attendance Revised Time and Attendance

Other:

Please make the following adjustment(s):

Date	Type Leave	Hours Taken

Employee's Signature

Date

Supervisor's Signature

Date

Department Head/
Program Manager's Signature

Date

State HRO Approval

Date