

MEMORANDUM

August 19, 2016

TO: Faculty and Staff 8901/7391
Miami Lakes Educational Center and Technical College

FROM: Lourdes Diaz, Principal
Miami Lakes Educational Center and Technical College

SUBJECT: PROCEDURES FOR CALLING IN AND SIGNING IN & OUT

In order to be in compliance with District-mandated payroll procedures, every employee must call the Absent Hotline 305.818-2860 and leave a message stating their name and the type of leave (sick, personal) when they are not going to report to work. Please note that employees are required to notify the school no later than one hour before the start of his/her scheduled workday. Please be advised that failure to adhere to this procedure will result in being marked as Leave Without Pay- Unauthorized CLWOP-U. When the principal's office retrieves the message, a leave card will be generated and placed in your mailbox. Please sign and return it to the payroll clerk as soon as possible. On the day of your absence, you are required to confirm attendance for the following day no later than 1:00 pm. If your attendance is not confirmed, a temporary instructor will be hired and you will be charged an additional day.

The Daily Payroll Attendance sheet is one of the most important documents in the payroll process. Its accuracy is critical. In order to ensure its accuracy and that employees are compensated accurately, full-time employees are required to sign in daily in blue ink only indicating their attendance on the Daily Attendance Sheet upon arrival. Full-time employees should use initials or actual time, depending on their job code, to indicate the employee's presence. Failure to adhere to this procedure will result in being marked as Leave Without Pay- Unauthorized (LWOP-U). Part-time (hourly) employees are also required to indicate their attendance on the Daily Attendance Sheet time in upon arrival and time out on departure.

WHEN THE TELEPHONES ARE DOWN PLEASE E-MAIL Ms. Hayward at bhayward@dadeschools.net or Ms. Cox at 161725@dadeschools.net.