



**TIME AND ATTENDANCE**  
**Six-month Summary Reporting Schedule**

Six-month Period		
July - Dec	Jan - June	
January 5	July 5	Six-month summaries due in Department
January 17	July 17	Six-month summaries due in Human Resources (120 Crofts Hall, North Campus)

*If due date falls on a weekend or holiday, reports are due the next business day.*

**NOTE:** Time and Attendance data must be supported by bi-weekly time sheets. The biweekly records are required to be kept by the Department for three fiscal years subsequent to the date of this certification. This semiannual report is to be completed and approved by the supervisor and sent to Human Resources January 17 and July 17 indicating accrual records for the preceding six-month period.