

Schedule, Absence, and Time Terminology & Rules

Timecard – Where time and absences are reported and submitted in Connect for the current pay period

Elapsed – Refers to entering the quantity of hours per day when reporting time and absences

Punch – Refers to entering the in and out times when reporting time and absences

Absence – Planned or unplanned leave

- Absences should be submitted through the Add Absence function in Connect
- Absences will automatically populate on the employee's timecard
- Absences that are not medical leaves that appear on the timecard can be adjusted if the actual absence differs from what was requested
- If you or an immediate family member have a serious illness that might require a continuous or intermittent medical leave, use the Medical Leave codes when requesting the absence and/or reach out to HR-Leaves@ceicmh.org

Schedule – Used to display a calendar view of the employee's work schedule and defines the parameters for requesting an absence from the Add Absence function

- Managers assign or reassign schedules using the Work Schedule Assignment function
- Employees can only request time off for the duration or dates and times they are scheduled to work
- Managers can make temporary changes to an employee's schedule using the Team Schedule function
- Schedules do NOT affect how employees report time on the timecard
- Employees can report any time worked on their timecard regardless of their assigned schedule

Director/ Manager	Documents & communicates employee schedules to Payroll (occurs outside of Connect)
Payroll	Configures the work schedule options in Connect so they are available for Managers to assign
Manager	Assigns elapsed schedule to employee (recommended with complex schedules that are difficult to define) OR Assigns punch schedule to employee (recommended with simple, easy to define schedules)
Employee	If assigned a <i>punch</i> schedule, adds absence details with in and out times using the Add Absence function OR If assigned an <i>elapsed</i> schedule with a <i>punch</i> timecard, adds absence details with quantity of hours taken and in and out times entered in the comments section using the Add Absence function, THEN , enters the in and out times for the absence on the timecard when the leave is taken
Manager	Reassigns a new schedule using the Work Schedule Assignment or makes a temporary schedule update using the Team Schedule if the employee is unable to enter their absence accurately due to schedule constraints