

**Attendance Reporting Instructions  
Tuesday, March 14, 2017**

<b>Tuesday, March 14, 2017</b> <b>Schools and Administrative Offices Closed - Systemwide Closing</b>	
<b>11 &amp; 12-month MCAAP, MCBOA, MCEA</b>	staff were not required to report to work
	PACS attendance screens have been prefilled with EMR for 1/10th of the employees biweekly hours scheduled
	staff on previously approved leave type, report EMR
	staff who are on previously approved NPR (leave without pay) remain reported as NPR
<b>10-month MCEA</b>	staff were not required to report to work
	PACS attendance screens have been prefilled with EMR for 1/10th of the employees biweekly hours scheduled
	staff on previously approved leave type, report EMR
	staff who are on previously approved NPR (leave without pay), remain reported as NPR
	staff who were not scheduled to work, please remove the prefilled EMR
	staff who are reported using the NO Prefill function- meaning they do not work 1/10th the biweekly hours scheduled daily- report the number of hours scheduled to be worked/reported as EMR
<b>10 over 12 Schedule MCEA Infants &amp; Toddlers</b>	normal individual work schedule calendars for staff will prefill the PACS attendance screens
	staff scheduled to work remain reported as REG
	staff on previously approved leave type, report REG
	staff who are on previously approved NPR (leave without pay) remain reported as NPR
<b>9- and 10-month SEIU</b>	staff were not required to report to work
	PACS attendance screens have been prefilled with EMR for 1/10th of the employees biweekly hours scheduled
	staff on previously approved leave type, report EMR
	staff who are on previously approved NPR (leave without pay) remain reported as NPR
	staff who were not scheduled to work, please remove the prefilled EMR
	staff who are reported using the NO prefill function- meaning they do not work 1/10th the biweekly hours scheduled daily- report the number of hours scheduled to be worked/reported as EMR
<b>12-month SEIU Non-Emergency</b>	staff were not required to report to work
	PACS attendance screens have been pre-filled with EMR for 1/10th of the employees biweekly hours scheduled

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	staff who are on previously approved NPR (leave without pay) remain reported as NPR
<b>12-month (Designated Emergency-other than Building Service Staff)-overtime eligible SEIU</b>	PACS attendance screens have been pre-filled with EMR for 1/10th of the employees biweekly hours scheduled
	report actual number of hours worked as EDW (emergency day worked) not to exceed 8 hours
	hours worked over 8 should be reported as OTR (overtime regular rate)
	staff who did not come to work report their entire scheduled hours for the day as an approved leave type
	staff who already were on an approved leave type report their entire scheduled hours for the day as an approved leave type
	staff who are on previously approved NPR (leave without pay) remain reported as NPR
<b>12-month Building Service Staff-SEIU</b>	staff were required to report to work on time - afternoon and evening shifts may have been called in earlier than their normal start time
	report the actual number of hours worked as REG up to their normally scheduled hours
	staff who did not work their full scheduled hours should report REG for the hours worked and the rest of the hours as an approved leave type
	report actual number of hours worked as EDW (emergency day worked) not to exceed their regularly scheduled hours
	hours worked over their normally scheduled work hours should be reported OTR
	staff who did not report to work, report an approved leave type
	staff who already were on approved leave report their entire scheduled hours for the day as an approved leave type
staff who are on previously approved NPR (leave without pay) remain reported as NPR	
<b>Temporary Part Time Building Service Staff</b>	Report actual number of hours worked as TPT
<b>Temporary Part Time TPT or TPE</b>	report actual number of hours worked as TPT or TPE
	only staff with T6490 assignments and who were scheduled to work are to be reported EMR for the number of hours scheduled

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<b>Long-Term Substitutes Teachers (LTS)</b>	report the scheduled number of hours to work as EMR
<b>Short-Term Substitute Teachers (STS)</b>	no time to be reported
<b>Summer Employment (SE)</b>	no time to be reported