

CHEBOYGAN • OTSEGO • PRESQUE ISLE EDUCATIONAL SERVICE DISTRICT

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To: All C.O.P. Employees
From: Peggy Bush, Payroll/HR
Date: August, 2010
Subject: Paperless Attendance Tracking

We are going GREEN for attendance! We will not be using the 2-part NCR paper Absence Reports beginning with the 2011-2012 school year. Instead, we will be using a fillable-form which is located both on the C.O.P. website, as well as on the common drive, in combination with our e-mail system to process attendance. All staff are required to complete an absence report for each occurrence, even if the absence was called in or reported via other means, within five (5) days of returning to work.

Procedures:

1. Access the Absence Report Form on our website at www.copesd.org > Programs and Services > COP ESD Personnel Forms, OR at F:\Absences\absence template.
2. Complete the form with the same information as you have in the past
3. Save the form in the following file name format: **Save As > lastname first initial MMDDYY** where MMDDYY is the day of your absence, or the first day of consecutive dates of absence Example: BushP 090211. I suggest you create an "Absence Requests" file on your desktop where you can keep a copy of all your requests.
4. Email the file (as an attachment) to your Supervisor for approval, putting your last name and first initial in the subject line.
5. When your Supervisor approves the leave request, it will be emailed back to you, so that you know your request has been approved, and also forwarded to me for entering into our attendance module.
6. Sometime before the next payroll run, I will enter your approved request into the attendance module, and e-mail another copy back to you and your Supervisor, advising you that it has been "entered" into the attendance module. Please be aware that I do not process these requests daily, and it may be a week or more before you received your "entered" confirmation.
7. Any changes/cancellations to a previously approved absence request need to go through your Supervisor, who will forward a copy to me after approval.
8. Feel free to contact me at any time if you have questions or concerns.

Supervisors/Administrators

I would recommend that you create a file on your desktop where you can save the attendance requests that you have approved for your staff.

Mary Vratana, Superintendent
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