



PATERSON PUBLIC SCHOOLS




Human Resource Services
90 Delaware Avenue, Paterson NJ 07503
Office: (973) 321-0744 Fax: (973) 321-0478

Mrs. Maria E. Gonzalez
HR Information Systems Manager

Donnie W. Evans
State District Superintendent

TO: State District Superintendent
Deputy Superintendent
Assistant Superintendent
Directors
Principals
Supervisor
Timekeepers

RE: 2015-2016 Attendance Input

FROM: Maria E. Gonzalez 
HR Information Systems Manger

DATE: May 16, 2016

Just a **reminder** that all attendance for 2015-2016 school year (including July 1, 2015 through August 31, 2015 vacation days) must be entered by June 30, 2016 for all employees for your school or department. Please note that the following schools (***Dr. Frank Napier School, Madison K Center, EHS (all academies), New Roberto Clemente, School #15, School 11/Newcomers and Roberto Clemente***) will work through 6/27/16 due to fires. The Perfect Attendance Incentive and Sick Day Buy Back offered by the District cannot be processed until all attendance information is in the Edu-Met/Kronos Attendance System.

All attendance corrections should be forwarded to the Staff Attendance Office by Monday, June 20, 2016 before the Attendance Bonus and Sick Day Buy Back can be processed.

Effective July 1, 2010 secretaries in charge of attendance will be able to enter the following codes:

N/C Contract = school secretaries off day (7 week window only)

N/C Contract = School and central office administrator's and confidential secretary summer schedules ONLY

Summer Personal = use for administrator's and central office absences only.

Summer Half Personal = use for administrator's and central office absences only.

Summer Sick = use for administrator's and central office absences only.

Summer Half Sick = use for administrator's and central office absences only.

Summer Vacation = use for administrator's and central office absences only.

Summer Half Vacation = use for administrator's and central office absences only.

Your cooperation in this matter is greatly appreciated.

C: Ms. Adrienne Esquilin, Interim Chief Human Capital Officer