Guidance for Principals on Staff Attendance Policy

For the duration of the remote-learning period, the DOE has created an online system to ensure that school-based staff, who are working remotely, can regularly report their attendance to their timekeeper for entry into the Employee Information System (EIS). An email with instructions on next steps for implementation and communications for this system was sent to school secretaries on April 2.

Staff will be notified by their timekeeper to start using this system to report attendance on a weekly basis, effective beginning the week of March 30-April 3. Principals are asked to provide support to their school secretaries in preparing and using the Attendance Reporting Form, described below for use by schools, and in disseminating information regarding this attendance reporting system to their school staff. Any questions should be directed to your BCO HR director.

Please note the following regarding this new system:

- This reporting system is only for school-based staff working remotely who have their time entered into EIS by the school secretary (includes pedagogues, paras, school aides). It is not for school-based staff who use Cybershift or staff who have been deemed essential and report to work in-person.

- This system has been shared with the unions and is scheduled to commence for attendance reporting, effective beginning the week of March 30. As of this week, this system will be used by all schools to gather information to record EIS attendance for school-based staff working remotely during this period.

- Staff will be asked to complete and submit the online Attendance Reporting Form on a weekly basis by 3:00 p.m. every Friday. School timekeepers will use this information to update attendance and timekeeping in EIS, which remains the system of record.

- This weekly reporting does not take the place of daily notifications of absences. School-based employees who are unable to work from home that day and who are not on an extended-absence leave that has already been reported, should notify their supervisor and timekeeper as soon as possible in the morning so that coverage can be arranged. Payroll secretaries should enter absence information into EIS as soon as possible.

- Principals and supervisors should continue the standard practice of reviewing staff attendance with payroll secretaries to ensure reported staff attendance is correct to the best of their knowledge. If a principal/supervisor has reason to believe the staff attendance data is inaccurate, the principal/supervisor should follow up to correct the issue and document accordingly.