



ADMINISTRATIVE MEMORANDUM

ATTENDANCE, HOURLY PAY AND EPER SUBMISSION | 4007.4

It is critical that Red Clay has proper accounting of attendance, hourly pay, and EPER submissions in order to ensure employees are credited and paid correctly. The following procedures outline the requirements for accurate submission of time and attendance.

This memo provides directions on Attendance Procedures and Time Entry Procedures.

PERSONAL DAYS

Employees are granted a maximum of five personal days per fiscal year without loss of pay. All personal days require prior approval from the Superintendent or the Superintendent's designee and are deducted from the employee's sick leave allocation.

To ensure a stable educational program, the number of approvals for personal days may be limited on any single workday, particularly on the day immediately before or after a holiday or vacation period. Absences taken without prior approval will result in a salary deduction for that day.

Salary deductions for all unexcused absences will be made in accordance with State law.

UNPAID LEAVE

The Superintendent, as authorized by Board Policy 4007, may grant requests for unpaid leave only under extraordinary circumstances. Leaves exceeding ten days require approval from the Board.

Note: Extraordinary circumstances typically do not include: honeymoons, vacations, family reunions, or children's competitions. Employees must not finalize financial arrangements for requested leave until official approval is received. The approval process will specifically consider the impact on student instruction and coverage requirements.

ATTENDANCE PROCEDURES

Overview

In some cases, employees are "frontloaded" for leave time.

Leave is earned throughout the year.

If an employee leaves employment and has used time that has not been earned, there will be a deduction for unearned leave in their final paycheck.



ADMINISTRATIVE MEMORANDUM

EMPLOYEE RESPONSIBILITIES

Employees must enter sick leave as soon as possible, but no more than 48 hours after returning from leave. Personal days must be approved in advance.

Entering time into DSC-Employee attendance does NOT eliminate the responsibility to follow building procedures relating to attendance.

If an employee is unable to enter the leave (for example, if there isn't sufficient time), they must contact the building/department attendance officer.

For absences exceeding 5 days, employees MUST contact the Red Clay Leave Office at leave@redclay.k12.de.us OR 302-552-3700 and ask for the leave office.

If attendance requests need to be changed and the employee is unable to change it in the system, they must contact staff_attendance@redclay.k12.de.us and CC their direct supervisor.

Supporting documentation for a subpoena, jury duty, military, or immediate family death/funeral leave must be sent to staff_attendance@redclay.k12.de.us as soon as possible.

Teachers must also submit coverage requests through Frontline; this is IN ADDITION to DSC attendance.

Staff absences for Professional Development must be entered in Employee Attendance, but these days are NOT subtracted from accrued time balances.

ATTENDANCE OFFICER RESPONSIBILITIES

Daily: Log in to DSC attendance to confirm accurate records.

If an employee calls out, enter absence. This does not apply to Employees who are out on medical leave. If the employee is out of leave, enter as a "deduct" and forward payroll deduct form from DSC to the payroll@redclay.k12.de.us within 5 business days. an employee is out, ensure they enter time and follow up with the direct supervisor if not entered within 48 hours.

Attendance Officers shall ONLY enter time directly in the case of "deducts" when employees do not have sufficient leave.

Review ESS and other substitute service reports to ensure time is recorded in both systems.

Attendance Officers MAY NOT enter their own attendance in the Attendance module; they must use the Employee Absence Module.

For changes needed after the modification window has closed, contact the District Attendance Officer at staff_attendance@redclay.k12.de.us.

Do not enter any leave for FMLA or DE Family Leave; communicate with the Leave Office at leave@redclay.k12.de.us to ensure correct coding.



RED CLAY CONSOLIDATED SCHOOL DISTRICT ADMINISTRATIVE MEMORANDUM

DISTRICT ATTENDANCE OFFICER RESPONSIBILITIES

Reconcile all Red Clay bereavement, jury/subpoena, and military attendance with collection of supporting materials.

Perform weekly reconciliation of all staff attendance and document manual entries for reporting purposes.

Reconcile ESS versus DSC for entries not submitted by employees after the school completes their reconciliation.

Complete and submit "Deducts" to Payroll for manual entries made, administrator requests, or staff without DSC access.

Adjust and code all district staff absences, requests, and/or modifications daily.

Reconcile absences longer than 5 days with doctor's notes and confirmation of DSC entry coding.

Follow up with the Leave Office to ensure proper leave action as necessary by illness absence.

REPORTING TIME

EMPLOYEE RESPONSIBILITY

Substitutes and Casual Seasonal employees report all time worked in the DSC Timesheet Application.

Full-time employees report overtime, additional responsibilities, EPER, and extra hours in DSC.

Timesheet entries must be submitted as worked, but no later than 48 hours after the work was performed.

Prompt submission ensures time is paid during the pay period actually worked.

If time is not submitted in a timely manner, it will be paid in a future pay cycle and may lead to exclusion from future extra pay opportunities.

All timesheet entries must include appropriate documentation in the comment section.

ROUNDING AND STATUS

Red Clay follows FLSA quarter-hour rounding: 1–7 minutes round down; 8–14 minutes round up.

Quarter-Hour Example: 8:07 becomes 8:00 (rounded down); 8:08 becomes 8:15 (rounded up).



ADMINISTRATIVE MEMORANDUM

STATUS KEY:

Submitted: Entered and awaiting approval.

Approved: Through the approval process, but not yet to payroll.

Waiting Final Approval: Through one level of approval, awaiting the second.

Denied: Denied by the approver; re-submit as appropriate.

Processing: Payroll is processing in the current paycheck.

Finalized: Paid by payroll; check date populates in the payroll date column.

ADMINISTRATOR AND PAYROLL RESPONSIBILITIES

Administrators must review and approve or deny all timesheets no later than 8:30 AM on the Monday after Payday Friday.

If an approver is absent, they must assign a substitute approver via DSC instructions.

Payroll is responsible for finalizing all timesheets to ensure adherence with rules and regulations.

Approved timesheets are finalized every Monday following Payday Friday at 9:00 AM.

Time not approved by that timeframe will not be paid to the employee during that cycle.

Once finalized, the pay date is populated in DSC for the employee's information.

Please reference the approval schedule as needed: Business Services

DEFINITIONS

Term

Definition

Attendance Officer: Administrative Assistant in each building or a department head's designee.

Absence Request Module: DSC application used by employees to enter attendance information.

Attendance Reporting Module: DSC application used by attendance officers.

FrontLine: Application provided to request substitute coverage.

TimeSheets: DSC application to enter, approve, and review extra time.



RED CLAY CONSOLIDATED SCHOOL DISTRICT

ADMINISTRATIVE MEMORANDUM

RED CLAY QUICK-CHECK: ATTENDANCE & PAY DEADLINES

FOR ALL EMPLOYEES

Leave Entry: Enter your leave in DSC as soon as possible, but no later than 48 hours after returning to work.

Absences > 5 Days: Contact the Leave Office immediately at 302-552-3700 or leave@redclay.k12.de.us.

Special Leave: Email documentation ASAP for Jury Duty, Subpoenas, Military Leave, or Bereavement to staff_attendance@redclay.k12.de.us.

Teachers: If you need a sub, you must enter the request in Frontline in addition to your DSC entry.

Extra Time/EPER: Submit your hours in the DSC Timesheet App within 48 hours of doing the work.

Note: Always include a brief explanation of the work in the "Comments" section.

FOR ATTENDANCE OFFICERS

Daily Review: Log in to DSC Attendance to verify that all staff absences for your building are recorded accurately.

The 48-Hour Rule: Follow up with any staff member (or their supervisor) who hasn't entered leave within 2 days of returning.

"Deducts": If an employee is out but has no leave time available, manually enter the "Deduct" and forward the documentation to Payroll within 5 business days.

For Administrators & Approvers

Timesheet Approval: Review and approve/deny all employee timesheets by 8:30 AM on the Monday after Payday Friday.

Why? Payroll finalizes everything at 9:00 AM. If you miss the 8:30 AM window, your staff will not be paid in that cycle.

Back-up Approver: If you will be out of the office or unable to access DSC, assign a Substitute Approver in the system before you leave.

Quick Reference: Timesheet Status

Submitted: You sent it; waiting for your boss.

Approved: Your boss signed off, waiting for Payroll.

Processing: Payroll is currently cutting the check.

Finalized: It's done! Look for the check date in the "Payroll Date" column.



RED CLAY CONSOLIDATED SCHOOL DISTRICT

ADMINISTRATIVE MEMORANDUM

NEED HELP?

Attendance/Leave: staff_attendance@redclay.k12.de.us

Medical/FMLA: leave@redclay.k12.de.us

Technical Issues: [DSC Help Link](#)

Questions about the information contained in this administrative memorandum should be directed to the Director of Human Resources or Special Services.

Authorizing Code	RCCSD Board of Education Policy 4010
Office Responsible	COO
References	N/A

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