Staff Attendance Reporting in EPIMS – Frequently Asked Questions

*The following questions and answers have been provided to assist districts in the reporting of staff attendance via the Education Personnel Information Management System (EPIMS).*

**Q:** How often do districts need to update attendance data for staff?

**A:** It is up to the district to update the data regularly.

**Q:** Do collaboratives need to submit attendance information?

**A:** Yes.

**Q:** What constitutes an absence?

**A:** An absence is missed work time that falls outside of paid vacation time or district-approved professional activities. Personal days, sick days, jury duty, bereavement, paid leave, maternity/paternity leave, unpaid leave, etc. should be counted as absences.

**Q:** Does a person have to miss a full workday to be considered absent?

**A:** An absence is defined as missing at least half of the workday. If the workday is four hours, the employee must be there for at least two hours to be considered present for that day.

**Q:** Is attendance reported for inactive employees?

**A:** Attendance data is required for all staff submitted in the staff roster.

**Q:** Do I need to report attendance for consultants and contracted employees?

**A:** Attendance data is required for all employees submitted in the staff roster.

**Q:** Is attendance reported for all employees or just educators?

**A:** Attendance data is required for all employees reported in the staff roster.

**Q:** Is attendance data reported for staff that leave midyear?

**A:** Yes, attendance data should be reported if the employee is included on the staff roster at any point in the year.

**Q:** If a staff person is on leave (paid or unpaid) for the whole year, do I still need to report their attendance?

**A:** Yes, attendance must be reported if the employee is included on the staff roster. If an employee is on paid or unpaid leave for the entire year, report zero (0) days present for SR36 and the number of expected days in the employee’s contract year for SR37.

**Q:** Is the number of days expected based on contract expectations or based on the first day of school?

**A:** The number of days expected should be based on the contract expectations for that employee. For example, for a teacher, this might start on the first day of school. For administrative staff, the contract year may start July 1.

**Q:** How do I report attendance information for 12-month employees?

**A:** Report the number of days expected in that employee’s contract year and the number of days present as of the date of the collection.

**Q:** How should vacation time be reported?

**A:** The number of days expected to be in attendance should be the total number of days in the employee’s contract year less (minus) the number of paid vacation days taken for the year. Unused vacation days should not be reported. For example: If an employee is allowed 15 vacation days in a 185-day contract year but only uses 10 vacation days, SR36 (days present) should be reported as 175 (i.e., 185 expected days in the contract year minus 10 used vacation days).

**Q:** How should I report attendance for part-time staff who work irregular schedules (e.g., two hours one day, four hours the next)?

**A:** Report the number of days expected and number of days present as you would for a full-time employee.

**Q:** How do I report attendance for someone who has missed a significant portion of the school year due to illness?

**A:** Sick leave is considered an absence. Report the number of days in the teacher’s contract year for SR37 and report the number of days present for SR36.

**Q:** How can I review this information before certifying my district’s EPIMS data?

**A:** Districts must review all summary reports before certifying their data. Summary reports 9 and 10 in the end-of-year EPIMS collection relate to staff attendance.