UNITED NATIONS OFFICE AT VIENNA

UNITED NATIONS OFFICE ON DRUGS AND CRIME

Division for Management
Human Resources Management Service

UNOV/OI.8
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Office instruction*

Recording of attendance and leave through the flexitime recording system

1. The purpose of the present office instruction is to inform staff of the procedures to record attendance through the flexitime recording system that has been put in place since the issuance of office instruction UNOV/OI.3-ODCCP/OI.3 of 13 September 2002.

Scope of application

2. The procedures set out in the present instruction are applicable to all categories of staff in the Secretariat units and programmes in Vienna who are appointed under the 100, 200 and 300 series of the Staff Rules and administered by the United Nations Office at Vienna and the United Nations Office on Drugs and Crime.

Recording of attendance

3. Recording a person's presence in the Vienna International Centre (VIC) is effected through the electronic scanning system by use of the electronic scanners and grounds passes issued by the United Nations Security and Safety Section. For security reasons, in addition to the staff mentioned under paragraph 2 above, consultants, volunteers and interns are also required to scan. Family members and other private visitors are not required to scan.

4. The scanning system is programmed in line with the rules governing flexible working hours set forth in office instruction UNOV/OI.4-ODCCP/OI.4 of 31 October 2002, as follows:

(a) *Staff members working full-time*:

(i) Upon arrival on normal working days, staff members should first press button 1 on the scanner before scanning their grounds pass. Before 7.30 a.m., the system will recognize a staff member's presence in the VIC but will not take account of the additional minutes when counting flexitime credits, as the official flexitime recording starts at 7.30 a.m. (see UNOV/OI.4-ODCCP/OI.4);

(ii) At the lunch break, staff are required to record their absence by pressing button 2 before scanning out and button 3 upon return. The lunch break should normally be taken between 11.30 a.m. and 2.30 p.m. Staff are only excused from scanning at midday if they remain in their offices for the whole period, in which case 30 minutes will automatically be deducted in the system;

(iii) Button 4 should be pressed when scanning out upon final departure for the day. Any time beyond the official flexitime, which ends at 7.30 p.m., while

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  * The present office instruction will remain in effect until further notice.

recognizing a staff member's presence in the VIC, will not be reflected in the flexitime credits;

(iv)   The maximum number of minutes that full-time staff can carry over from one month to the next is 720;

(b)   *Staff members working part-time*:

(i)   The flexitime recording system is programmed to take into account the working hours of part-time staff members. Any minutes in excess of the regular part-time working hours will be accumulated accordingly. Staff working 80 per cent should scan as described above for full-time staff on the days present, while staff working 50 per cent should scan in by pressing button 1 and out by pressing button 4;

(ii)   If a part-time staff member works in excess of six hours on any given day, 30 minutes will automatically be deducted for the lunch break;

(iii)   The maximum number of minutes that can be carried over from one month to the next is 576 for staff working 80 per cent and 360 minutes for staff working 50 per cent;

(c)   *Staff members working shifts*: Staff members in the United Nations Security and Safety Section and the Conference Management Service who are required to work shifts may record their presence in the VIC in the flexitime recording system by selecting the "Work modes" icon then "Shift Work" at the top of the flexitime sheet. They may scan in or out at any time throughout the day or night; no breaks will be deducted and no credits or debits will be accumulated towards flexitime. In the Conference Management Service, the flexitime sheet is used as evidence to support claims for overtime and night differential payments.

General

5.   An automatic electronic mail (e-mail) message will be generated and sent to the staff member concerned if he or she omits to scan and a manual entry is required in the flexitime sheet.

6.   Staff working outside the official flexible working hours or at the weekend should also scan in and out for security purposes and as evidence to support claims for overtime payments or compensatory time off.

7.   Through scanning, the online telephone directory, which is linked to the flexitime recording system, generates an indicator against each name as follows:

(a)   *Green dot*: staff member scanned in;

(b)   *Yellow dot*: staff member currently at lunch;

(c)   *Red dot*: staff member departed for the day;

(d)   *Red diamond*: staff member not scanned in.

8.   Staff may only scan in and out once on any given day. They are encouraged to arrange private appointments outside working hours to the extent possible. However, manual adjustments may be made and remarks added to the flexitime sheet when required. Reference should be made to paragraphs 12, 13 and 18 of office instruction UNOV/OI.4-ODCCP/OI.4 for further information on special arrangements and absences during core time.

Absences

9.   Any absences of the types listed below should be inserted in the flexitime sheet with the use of the "A" icon at the top of the sheet. While manual adjustments may

be made, as mentioned in paragraph 8 above, the system itself should be used to the extent possible in order to ensure the correct calculation of minutes and application of the rules. The options available for absence are the following:

(a) *Annual leave*;

(b) *Flexitime*: in connection with hours accumulated through the flexible working hours system;

(c) *Sick leave (certified)*;

(d) *Sick leave (uncertified)*: to record uncertified sick leave as well as family emergency leave within the same entitlement;

(e) *Official business*: absence of half or whole days;

(f) *Home leave*: for use by Professional and international General Service staff who are absent on home leave;

(g) *Home leave travel day*: to record travel days in connection with home leave only, not travel on mission or other official business;

(h) *Compensatory time off (CTO)*: in connection with overtime worked or to record absence following shift work;

(i) *Compressed work day*: to record absence in connection with the compressed workweek option as outlined in office instruction UNOV/OI.5/ODC/OI.5 of 31 October 2002.

10. In the "Balance" column of the flexitime sheet, the @ sign indicates that the system has deducted or adjusted the lunch break and the # sign indicates that a value has been manually changed by the staff member. Other signs are explained fully in "Background colors & marks (explanation)" box at the bottom of the flexitime sheet.

At the end of the month

11. At the end of each month, staff should verify that their leave reports have been approved and copied to their timekeeper and that all absences have been entered in the flexitime sheet as described above. They should then "close" the flexitime sheet by means of the "End of Month" icon, which indicates to the timekeeper that he or she can complete the process as described below.

Timekeepers

12. Timekeepers are responsible for maintaining accurate and up-to-date leave records in accordance with office instruction UNOV/OI.3/ODCCP/OI.3. Supervisors are responsible for ensuring that timekeepers fulfil their duties.

13. Access to the flexitime sheets has been given to timekeepers, who should inform the Human Resources Management Service if, through staff movements, they cannot access the flexitime sheet of a staff member for whom they need to process the timekeeping. Supervisors may also be given access to the flexitime sheets of their staff, if they so wish, by sending an e-mail with their request to the Human Resources Management Service.

14. At the end of each month, timekeepers should ensure that the staff for whom they are responsible have "closed" their flexitime sheets, that the required leave reports have been submitted and that the data have been entered into the Integrated Management Information System (IMIS). They can then "certify" the flexitime sheet by means of the "End of Month" icon. No further alterations to the flexitime sheet will be possible unless the timekeeper reopens it by means of the same icon.

15.　　Timekeepers should ensure that all leave records are correct and up-to-date in IMIS by 31 December of each year so that staff can sign their individual IMIS time and attendance reports in January of the subsequent year. It is planned to include a counter in the flexitime sheet so that staff members can see at a glance their current leave balance and initial leave balances in 2005 will be extracted from IMIS and entered in the flexitime sheet as a starting point.

16.　　The flexitime recording system is upgraded frequently and staff will be informed of further developments.

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