



Time and Attendance Overview

The Time and Attendance of all NJCU employees is managed in the Time & Attendance System (TAS). Employees may log into GothicNet to access the Time & Attendance System. The Time and Attendance System allows employees and their supervisors to view leave time balances, enter days taken and/or compensatory time earned.

Time periods are opened on a biweekly basis in accordance with the payroll schedule. Employees will receive an email reminder from the TAS system notifying them when a new time period is opened or if they have outstanding/incomplete time periods. Supervisors are expected to review and approve the time periods for their staff. Employees are responsible for the integrity and accuracy of these records.

Annual Vacation, Sick and Personal Leave Time

Faculty:

12.50 Sick Days

Non Unit Managers and Unclassified Employees:

15 Sick Days

22 Vacation Days

Classified Employees:

15 Sick Days

*12 Vacation Days

3 Administrative Days

*Vacation time for Classified Employees increases to 15 days after 5 years of service; 20 vacation days for service years 13-20 and 25 vacation days after the twentieth year of service.

New employees earn their days monthly for the first year of employment. For all unclassified and classified collective negotiation unit staff, a new allotment of leave time is made annually in January. For non-unit managers, leave time allotments are made annually in July. Leave time is credited in advance with anticipation of continued employment for the full year and may be used on that basis and in accordance with established State policy.