

**The University of Macau**  
**Rules of the Personnel Affairs of UM**  
**Chapter 2 - Working Hours, Compensation for Overtime Work,**  
**Allowance and Subsidy**

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**Guidelines for Check-In/Out Process of Administrative Staff**

**1. Work Schedule**

Except Principal Officers, Faculty Secretaries, Functional Heads, academic/research staff members, and specific staff members of the Residential Colleges, all administrative staff members are required to perform the check-in/out record according to the assigned work schedule.

Regardless of the work schedule assigned to a staff member, each unit has a maximum of one-hour lunch break time in order to extend the office operating hours for providing convenience to public.

**2. Tolerance**

Staff members shall comply with the stipulated work schedule assigned by their unit.

Under normal circumstances, staff members **CANNOT**:

- 2.1 Arrive late to work for more than 15 minutes in any working day;
- 2.2 Have a cumulative late record of more than 30 minutes in any week.

**3. Justification for Lateness at Work**

Special case on lateness may be considered exceptionally, but staff members are required to submit a written explanation to seek the consent and acknowledgement from their superior which has to be endorsed by the head of the unit concerned (usually the dean of faculty/college or director of an institute/centre/unit, hereinafter referred to as the “head”). For some predictable appointments or incidents such as medical consultation or training course, the staff members shall properly notify their superior in advance and seek prior approval from the head.

**4. Compensation for the Incomplete Weekly Working Hours**

The staff members who have not met the required working hours in any week are

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required to compensate the incomplete working hours in the subsequent week. In case of going for a pre-scheduled treatment in a specified period with doctor's instruction, the staff members can be excused from such absence during that time.

For example, staff member going for physical therapy in designated hospital or Government Health Centre on a regular basis can be excused from the absence of that time.

**5. Staff Members' Obligation**

The staff members are obliged:

- 5.1 to be present at the office on time;
- 5.2 to perform the check-in/out record personally at the designated location(s);
- 5.3 to start working after performing the check-in record;
- 5.4 to fulfill the required weekly working hours;
- 5.5 to submit a written explanation for being late at work as stated in Item 2 of the guidelines, if possible, with supporting document.

**6. Unit's Monitoring Measure**

- 6.1 The head or his/her delegate(s) should review their subordinate's check-in/out records on a regular basis, for example, on weekly basis;
- 6.2 The head or his/her delegate(s) should take a serious measure to ensure that their staff members perform the check-in/out record correctly and that they fulfill the required weekly working hours, and keep an eye on the situation of lateness as stated in Item 2 of the guidelines;
- 6.3 The monthly Check-in/out Summary List with the endorsement of the head or his/her delegate(s) shall be submitted to the Human Resources Section of the Office of Administration together with the justification from staff members if any, within the first week of the following month.

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**7. Location(s) of Performing Check-In/Out Record**

- 7.1 In general, staff member shall perform the check-in/out record at the designated location(s);
- 7.2 Under special circumstances and with proper justification and endorsement from the head (e.g. when the staff member is required to perform duty in more than one location on a regular basis), the staff member would be allowed to perform the check-in/out record at additional location(s). The unit concerned shall inform the Human Resources Section of the Office of Administration about the special arrangement in advance.

**8. Computerized Check-In/Out System**

- 8.1 Each unit shall adopt a computerized check-in/out system to monitor the punctuality for its staff members. Each unit can request for the assistance of Information and Communication Technology Office directly for installing such system;
- 8.2 For a staff member who needs to perform duty outside the University such as driver or messenger, the unit concerned shall have a record registering the details of the check-in/out information including date and time, destination and the assigned job, etc. Then the check-in/out system administrator of the unit concerned shall input the check-in/out details of the related staff member in the system according to his/her record. The record needs to be verified by the head or his/her delegate(s) on a regular basis.

**9. Penalty**

- 9.1 If a staff member fails to provide the justification for being late at work as stated in Item 2 of the guidelines, or the reasons provided are considered as unjustified. It shall be recorded as unjustifiable absence, and may lead to the effect stated in Article 23 of the Personnel Statute of UM (ADMO.02/201205/999);
- 9.2 Anyone who attempts to produce fraud information of check-in/out information shall be liable to disciplinary action, which may result in effects as stated in Sub-

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item 11) of Item 3 of Article 57 of the Personnel Statute of UM  
(ADMO.02/201205/999).