

Policy Number: 02.012

Policy Title: Timekeeping Procedures

Policy Type: Employee Handbook

Governing Body: Senior Leadership Team

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Timekeeping Procedures

Employees must record their actual time worked for payroll and benefit purposes. No employee may enter, record, change or modify the time worked by another employee. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, on forms as prescribed by management.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge.

Exempt employees are required to report days of absence from work for reasons such as leaves of absence, sick leave or vacation to the Office of Human Resources within one week. All absences should be approved in advance using the appropriate forms.

Non-exempt employees may not start work until their scheduled starting time.

It is your responsibility to sign your time record to certify the accuracy of all time recorded. Any errors in your time record should be reported immediately to your Supervisor, who will attempt to correct legitimate errors.