



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Human Resources
Issue/Revision Date: 12/01/2017

Timekeeping and Reporting

Policy:

The time records are the basic source of information for payroll purposes. Time records should reflect the actual hours worked. Employees are not allowed to sign and/or punch in at times in variance with their daily work schedule. Changes, alterations or notations are not to be made on the time sheets except by approval and with the signature or the department head and/or supervisor.

Hourly-paid employees are neither permitted nor allowed to work before or after their scheduled time without prior approval. Hourly-paid employees, who arrive more than 7 minutes late or depart more than 7 minutes before the established quitting time, can be docked for the exact period of time of such lateness or early departure. Employees are not permitted to clock in and/or out for another employee. Doing so is grounds for immediate termination of employment.

Only pre-approved overtime is allowed for hourly-paid non-exempt employees.