

Time Records

All nonexempt employees are required to clock in and out to complete accurate weekly time reports showing all time actually worked. These records are required by governmental regulations and are used to calculate regular and overtime pay.

Exempt employees may be required to keep their supervisor informed of their location when leaving the assigned place of work for accountability purposes.

Accurately recording time worked is the responsibility of every non-exempt employee. Governmental regulations require that we keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned tasks. Non-exempt employees are to accurately record the time they begin and end their work, as well as the beginning and ending time of any split shift or departure from work for personal reasons.

Tampering with, altering, or falsifying time records may result in disciplinary action, including discharge.

Your Supervisor/Manager will review the time records and attest to correctness before submitting it for payroll processing.

Revision #1

Created 23 April 2026 05:10:39 by Ellaine Aranas

Updated 23 April 2026 05:12:14 by Ellaine Aranas