Our Company

Procedure: Time Keeping Policy

**I. Overview**

This document establishes the rules and regulations regarding time keeping.

**II. Time Keeping Fundamentals**

1. Our Company pays for hours worked. Work hours must be entered into the system and verified.

2. Work hours are calculated using four points during the workday. These four points are as follows. To mark time employees login:

a. At the start of day when you first arrive at work

b. When you start lunch

c. When lunch is over

d. At the end of the day when you leave.

3. Work hours are calculated from "Start of day" to "Out at lunch" added to "In at lunch" to "Out at end of day."

4. That number (total hours worked) is calculated to the minute and multiplied by the employee's hourly rate.

Note: This four-point login system establishes the foundation of our Time Keeping Policy. Employee pay is calculated from evidence in the system.

**III. Time Keeping Administrator**

1. Our Company has a designated Time Keeping Administrator that oversees the system.

2. The Time Keeping Administrator has special access to the system giving them an overall view of everyone's attendance.

3. Issues, discrepancies, and anomalies in the time keeping record should be brought to the attention of the Time Keeping Administrator immediately.

4. The Time Keeping Administrator reconciles the time keeping record of the four-point login system every pay period insuring everyone is paid accurately.

**IV. Employee Time Keeping Responsibility**

1. Employees are encouraged to monitor their time keeping record by logging into the system and reviewing their time keeping and payroll records.

2. To view your log-ins, log-outs, and pay record log into the system using the "For Information Only" option on the log in screen.

3. Anomalies or inconsistencies should be brought to the attention of the Time Keeping Administrator.

4. Employees are responsible for logging in and out of the system, thereby placing the time-stamps into their time record.

5. Employees do not have the ability to edit (post date) their login times. Login times are established real-time only by logging into the system.

6. If an employee's record is incomplete, inaccurate, or incorrect they must see the Time Keeping Administrator to get it corrected.

7. Corrections to the record as at the discretion of the Time Keep Administrator.

8. The responsibility of accurate time records lies with the employee.

**V. Time Keeping Rules and Regulations**

**1. Major Offenses**

Note: Major offenses may be considered time card fraud.

1. Employees must log themselves into the system only. They may not log someone else into the system. Note: the system has an In/Out Board to expose this activity. When this activity occurs both employees will be held responsible.

2. Employees must log into the system from work. Note: the system logs the IP Address of where the employee logs in so this activity is easily exposed. For example, logging into the system from home in an attempt to have The Company pay for commute time is a major infraction.

3. Employees may not use "Remote Desktop" or similar system to log themselves in remotely. Note: the system has an In/Out board, with phone numbers, so this activity is easily exposed.

**2. Minor Offenses**

Note: Minor offenses may or may not be considered time card fraud depending on the severity and frequency of the offense.

1. Forgetting to log out is seen as an attempt by the employee to leave their time record open ended with intent to edit it later. The employee has no ability within the system to backdate a time record. They must see the Time Keeping Administrator to adjust their times.

2. Forgetting to log in is seen as an attempt to keep the time record open ended. To adjust a start time you must see the Time Keeping Administrator.

3. All time points established by the Time Keeping Administrator, when the employee has made a mistake, are marked in the system as IP Forced. Employees are encouraged to keep "IP Forced" time stamps to a minimum because they can be interpreted as attempts to trick the system.

4. Ideally we are looking for four login points each day placed by logging into the system properly. A clean, accurate time keeping record represents exemplary time keeping behavior on behalf of the employee.

5. No login represents a forfeiture of evidence by the employee. The employee may suggest a time stamp but it is at the Time Keeping Administrator's discretion. The employee forfeits their time keeping rights when they do not login the system.

**VI. Time Keeping Administrator's Responsibilities**

1. The Administrator reconciles each employee's time keeping log (time stamps) every pay period before running payroll.

2. (Optional) The Administrator maintains banks such as vacation, sick, and holiday.

3. The Administrator sets up and maintains employee usernames and passwords. They may change them as required.

4. Overtime pay is calculated offline and added to the total based on local rules and regulations.

5. The Administrator may make annotated adjustments to the payroll, in minutes either plus or minus. They should enter an explanation as to why an adjustment was made in each instance.