Timekeeping requirements POLICY

All non-exempt employees must accurately record time worked on a time card for payroll purposes. Employees are required to record their own time at the beginning and end of each work period, including before and after the lunch break. Employees also must record their time whenever they leave the building for any reason other than Company business. Filling out another employee’s time card, allowing another employee to fill out your time card, or altering any time card will be grounds for discipline up to and including termination.

Salaried exempt employees also may be required to record their time on either a time card or time sheet.

Any errors on your time card should be reported immediately to your supervisor, who will attempt to promptly correct legitimate errors.

THIS POLICY IS LEGALLY DESIRABLE