

PAYROLL PROCEDURES

It is a job requirement that all employees must “clock in” and “clock out” at the start of their shift and at the end of their shift.

- If one of your employees does not have a time clock code, then the Manager is responsible to call the office and get one for them.
- It is also the Employees responsibility to make sure they have a code.

WE HAVE NEW FORMS THAT WILL BE USED FOR MISSED PUNCHES. (THIS DOESN'T MEAN YOU CAN NOT PUNCH IN OR OUT)

- The employee is responsible for letting the Manager know if they missed a punch.

THIS NEXT PROCESS HAS BEEN APPROVED BY DAVE.

1. If you miss punches you will NOT get PAID. You are responsible for making sure that you punch in and out.
2. If you have 24 HOURS showing for any specific day and it is not decipherable as to who worked, you will NOT get PAID.

3. This applies also to the Managers with your extra hours: if you worked your shift and an employee does not show up you need to punch out and punch back in, then out, so the extra hours are decipherable.
4. Under certain conditions (such as trainings or other events off site) where the employee cannot “clock in” the employee needs to report their time to the Manager using the Time Clock Edit Form to be faxed to the office at the end of that payroll.
5. It is the employee’s responsibility to know their code. An employee’s code should be their code NOBODY else should have their code. You should not have them posted next to the time clock. (If we need to issue new codes, we need to do so immediately.)
6. It is the employee’s responsibility to protect their code from unauthorized use, if not they will be fired.

Other offenses that could result in termination are:

- Any attempt to tamper with hardware or software.
- Punching in or out for another employee.

- Punching in/out more than 5 minutes before or after your shift. NO LOITERING
- Interfering with another's use of the Time Clock.
- Unauthorized viewing of another employee's time.

OVERTIME needs to be approved by the manager.