

<b>Policy number:</b>	<b>IV-5</b>	<b>Subject:</b>	<b>TIMEKEEPING</b>
		<b>Revision:</b>	new
<b>Approved:</b>	Agency Board:	June 28, 2006	
	Policy Council:	May 17, 2006	

**Policy:**

Federal and state law and regulations require SVPDA to maintain accurate records of all time worked by employees. Employees must record all time actually spent on the job performing assigned duties or other work-related projects.

**Procedure:**

1. New employees will receive training during orientation on procedures for completing time sheets / activity reports and use of time clock at new employee orientation and work place orientation.
2. All non-exempt employees must accurately record the following daily with a time sheet and time card (when available) for hourly paid employees.
  - Beginning and ending work time.
  - Beginning and ending of each unpaid meal period.
  - Beginning and ending time of any split shift or other personal departures from work.
  - Approved time-off (vacation, holiday, jury, etc.)

Exempt employees complete similar reports in order to document activities to support any grant requirements related to cost allocation or service category.

3. Employees are responsible for recording and verifying their own time worked. Tampering, altering, or falsifying time records or recording time on another employee's time sheet is not allowed and may result in disciplinary action, up to and including suspension / termination. Under no circumstances, is an employee allowed to record time for another employee.
4. Employees who are late to work should record the time they actually started work. Lateness may be reflected in paychecks. Excessive tardiness may be cause for disciplinary action (see policy on attendance).
5. Time sheets / activity reports must be submitted to the payroll department by the day following the end of the pay period. It is the responsibility of the employee to submit the time sheet / activity report on schedule. Failure to do so may result in not receiving payment for time worked until the next pay period.
6. It is the employee's responsibility to sign time records to certify the accuracy of all time recorded. There is no state or federal requirement that time sheets be signed and alternate verification using technology or supervisory control is allowable. The center supervisor will review and initial the time records before they are submitted and processed for payroll. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor should verify the accuracy of the changes by initialing the time record.
7. Any exceptions to the above procedures must be approved by the Program Administrator.