



TIMECARD/TIMEKEEPING POLICY

Approved By:	Senior Management Team
Date of Last Revision:	July 31, 2008
Responsible Office/Department:	Human Resources

Policy Statement

Timekeeping must accurately reflect all hours worked and should be recorded on a daily basis. Misrepresentation of hours worked or forgery is a violation of the law. Misrepresenting hours worked, forging a timecard, and swiping, or inputting hours for someone else may lead to immediate termination of employment.

Policy & Procedures

Electronic Timekeeping

It is the responsibility of the staff member to accurately record all hours worked in Ultra Time and inform their supervisor that the hours are ready to be confirmed, or it is the responsibility of the staff member to accurately swipe their identification card in order for their supervisor to confirm their hours. All hours must be confirmed by 5:00 pm on the Monday following the end of the pay period.

Timecards

Each timecard is coded with information for the correct pay period. It is important that you use the correct timecard for the pay period. It is the responsibility of the staff member to accurately complete and submit their timecard to their supervisor (the supervisor must have signature authority on the account being charged) for their signature. The signed timecard must be in the Payroll Office, 201 Lake Michigan Hall, by 5:00 pm on the Monday following the end of a pay period.

For additional information, contact the Payroll Office