

Sun Bright Childcare

POLICY: RECORDING TIME WORKED

POLICY NO.: 6.5

Non-Exempt Employees must complete a BI-WEEKLY Payroll Record by clocking in and out upon arrival, departure, start of break and end of break. Employees who falsify the Payroll Record will be subject to disciplinary action up to and including termination. Employee who fail to complete the Payroll Record or submit it in a timely manner may have their paycheck delayed and may be subject to disciplinary action up to and including termination. Non-Exempt employees are required to account for ALL hours worked on their payroll record.

Exempt Employees are required to complete a Productivity Report indicating work performed and any leave days used. Exempt Employees responsible for the direct care of children are required to indicate their arrival time so as to determine if ratio requirements are being met. Exempt employees are not required to account for actual hours worked and are not permitted to “clock in/out” or to prepare and submit a timesheet as the Non-exempt employees do.

It is NOT the responsibility of the person who processes payroll to catch mistakes or complete missing information on payroll records. Employees who fail to complete their payroll record may have their paycheck delayed so corrections can be made and/or may be issued a paycheck only for the hours recorded on the payroll record. Any corrections **MUST** be made by the employee in writing with a supervisor’s approval. Repeated mistakes or submission of incomplete payroll records will result in disciplinary action up to and including termination.

Employees may not complete a payroll record or productivity report for another employee under any circumstance. Employees who are unable to complete their payroll record or productivity report **MUST** contact their supervisor for assistance. Completing another employee’s payroll record or productivity report will result in disciplinary action up to and including termination for both employees involved.