## TIME CLOCK MANAGEMENT POLICY

[Organization Name] establishes a time clock management policy to ensure proper documentation of time worked and accurate compensation.

POLICY

This policy emphasizes each employee's responsibility for accurate timekeeping and the legal consequences of inaccurate timekeeping.

PROCEDURE

The following timekeeping procedures ensure accurate and complete timekeeping.

1. Employees must clock in before their assigned start time and clock out when going off duty.
2. Employees must clock out each time they leave the work site for any reason other than their assigned work duties.
3. Employees will be paid from time sheets verified by actual recorded times in the time monitoring system.
4. Employees must clock out for their designated lunch time.
5. Employees must remain clocked in for mandatory meetings.

Employees who forget to clock in or out must submit a letter/form of explanation to the [INSERT DEPARTMENT/PERSON] within XX hours after the end of shift on the day of the incident.

Employees who fail to use the time clock will have their pay delayed and may face disciplinary action.

**Correcting Records**

If individual employees’ time clock information is incorrect or missing, [INSERT DEPARTMENT OR PERSON] will work to correct the record and engage the employee in a conversation to determine the hours worked and the reason for the error or omission.

Employees are not to make any adjustments or manual changes on their recorded time. Should there be a mistake, they should raise the issue with their immediate supervisor.

Making changes in time record without permission from an immediate supervisor or [INSERT DEPARTMENT/PERSON] is a serious offence that will not be tolerated. [Organization Name] will terminate employment if it is determined that a time record has been falsified and extra time has been added for work not performed or hours have been added for time not spent by the employee.

**Management Responsibilities**

[INSERT DEPARTMENT/PERSON] must verify the accuracy and completeness of all time records by comparing them to schedules and project logs. All overtime must be recorded and approved. [INSERT DEPARTMENT/PERSON] will also ensure that any discrepancy or omission is properly handled.