## TIME CARD USE POLICY

Each [Organization Name] employee is required to keep track of their hours worked. The goal of this policy is to establish guidelines for time card use.

DEFINITIONS

Authorized Hours - hours assigned by a manager to finish a task.

Work Hour - any hour throughout the day that is worked or authorized to be done, and it should be recorded to the nearest tenth of an hour.

Exempt - nonsupervisory employees who work more than the standard X hours per week may be eligible for premium pay equal to their straight-time hourly rate for tasks that require persistent excessive effort. The management of an employee must approve premium pay in advance. Hours accrued for premium pay should be noted to the nearest half-hour.

Overtime - allowed hours worked in excess of the standard X hours in a workweek by a nonexempt employee and should be reported to the closest tenth of an hour. It must be pre-approved by [INSERT PERSON IN CHARGE]; otherwise, the employee is not permitted to perform the overtime.

Workday - X hours of authorized work from X a.m. to X p.m. With [INSERT PERSON IN CHARGE]'s approval, employees may be assigned to alternate schedules that include flextime or reduced workweeks.

Workweek - a seven-day period that begins on [INSERT DAY OF THE WEEK] at X AM and concludes on [INSERT DAY OF THE WEEK] at X PM. Alternative workweeks may be developed with the approval of [INSERT PERSON IN CHARGE] for specific projects or departmental needs. The standard workweek is X hours.

Take note that supervisory, managerial, and executive positions do not qualify for premium pay, but are expected to record all hours worked to the nearest half-hour to manage their workloads effectively.

PROCEDURE

Employees shall submit their time cards weekly, either electronically or in physical form, as ordered by [PERSON IN CHARGE]. All hours spent must be recorded on time cards, along with the project or department name. Apart from hours worked, the time card must indicate any leaves taken during the week, such as vacation or sick time. Notifications of time should not be made in advance.

Exempt employees who are qualified for premium pay should record all eligible hours using the premium pay authorization code issued by their superiors.

RESPONSIBILITIES

[Organization Name] employees have the following responsibilities:

* Label time with project name/codes and departmental name/codes, and include overtime or premium
* Maintain an accurate daily record of hours worked. All absences from scheduled work hours should be properly documented and categorised.
* Obtain consent for any workweek adjustments to overtime or premium pay.
* Sign and submit the completed time cards to the [INSERT PERSON IN CHARGE] in [electronic/paper] format within the time limit specified by [INSERT PERSON IN CHARGE] for approval.

*Managers*

Every manager is responsible for the following:

* Ensure that subordinates have appropriate project names/codes departmental names/codes.
* Assemble precise time records for all staff.
* Approve overtime or premium pay.
* Approve and send time cards to payroll.

*Payroll Department*

The payroll officer/department is responsible for the following:

* Ascertain that all employees are paid on time for earned wages/salaries in accordance with federal and provincial standards.
* Distribute blank time cards, as well as paychecks or stubs, on a weekly basis.
* Charges for paid leave accrual balances should be confirmed.
* Maintain wage/salary distribution and allocation journals for all time and labour costs.

Employees who violate this policy may be sent a warning and undergo re-training or may be subjected to disciplinary action if a X-time offender.