TIME TRACKING POLICY

[Organization Name] relies on its employees to accurately report their worked hours. These work hours are critical in ensuring that employees are appropriately compensated per the regulations outlined in the relevant employment standards legislation and employee contracts.

This policy is intended to outline the time tracking process of the company and the required actions to be taken by employees for reporting worked hours. Employees will be held accountable for adhering to the procedures below, and failure to do so may result in disciplinary action, including verbal and written warnings.

DEFINITION

“Work hour” is any hour of the day that is worked and allowed to be worked. It should be recorded to the nearest tenth of an hour.

“Authorized hours” are work hours that the manager assigns.

“Workday '' is the [Insert e.g., eight hours] of work hours [insert time range, e.g., 8:00 a.m. and 5:00 pm]. Managers can assign employees flextime or reduced workweeks.

“Workweek” covers seven consecutive days beginning [include rang, e.g., Saturday at 12:00 AM and ending on Friday at 11:59 PM]. Managers can authorize alternative workweeks for projects or departments, usually a [Insert e.g., 40 hour] workweek.

"Overtime" is the authorized hours worked by a non-supervisory employee over [Insert e.g., 40 hours] in a workweek. It should be approved by the manager before it can be worked. It should be documented to the closest tenth of an hour.

Nonsupervisory employees who work over [Insert e.g., 40 hours] in a week may qualify for premium pay comparable to their straight-time hourly rates for tasks requiring sustained effort. Managers must authorize premium pay. Record premium pay hours to the half-hour.

Supervisors, managers, and executives don't get premium pay but must report their hours to the nearest half-hour for workload management.

POLICY

[Organization Name] will track time using [INSERT SYSTEM, e.g., software name] and will match it with the time report of employees to process payroll.

**Procedures for Time Reporting**

Employees must submit their time records [INSERT FREQUENCY, e.g., weekly] online via [INSERT payroll system name]

Employees must submit a hard copy of their time records [INSERT FREQUENCY, e.g., weekly] to their manager.

Time records must show the following:

* all hours worked
* project codes or departmental codes
* labor distribution codes (e.g., hours worked, vacation time, sick time)

Time records should not be completed in advance.

Exempt employees eligible for premium pay should use the managers-provided code for all authorized hours.

**Responsibilities**

Each employee must:

* Obtain and use accurate project/department, overtime/premium, and overhead codes.
* Keep a daily log of hours worked and codes. All absences should be appropriately recorded and coded.
* Obtain permission for workweek overtime or premium pay adjustments.
* Sign and submit the completed time record [INSERT FREQUENCY, e.g., weekly] online via [INSERT payroll system name]/a hard copy of their time records [INSERT FREQUENCY, e.g., weekly] to their manager.

Each manager must:

* Ensure that employees reporting to them have the correct project/department, overtime/premium, and overhead codes.
* Ensure accurate timekeeping of employees.
* Approve overtime or bonus compensation.
* Approve time records and submit them to the payroll department

The payroll department must:

* Ensure all employees are paid on time under federal and provincial regulations.
* Provide blank time sheets weekly.
* Ensure paid leave accruals match code charges.
* Post all time and labor charges to the labor distribution journals.