**Time Reporting Policy**

**Purpose**

The purpose of this policy is to outline the time reporting requirements for all [Company Name] employees.

**General Information**

[Company Name]’s workweek covers seven consecutive days beginning on [day] at [time] and ending on [day] at [time]. Alternative workweeks may be established for specific projects or departmental needs with the authorization of senior management.

Overtime is defined as authorized hours worked by a nonexempt employee in excess of 40 hours in a workweek and should be recorded to the nearest tenth of an hour. Overtime must be approved in advance by the employee’s manager.

Exempt supervisors, managers and executives do not qualify for overtime pay but are expected to record all hours worked to the nearest half hour for workload management purposes.

**Procedures**

Nonexempt employees must record all hours worked daily using [timekeeping system]. Time records must show all hours worked with appropriate codes [such as project codes, department codes or labor distribution codes] for each workweek. Time records should not be completed in advance.

Exempt employees are required to record exceptions to hours worked each week with appropriate codes.

**Responsibilities**

Employees are responsible for:

* Obtaining correct project/departmental codes, overtime or premium codes, and overhead codes.
* Maintaining an accurate daily record of hours worked and the correct charge codes. All absences from work schedules should be appropriately recorded and coded. Entries should be made daily.
* Obtaining pre-approval for any overtime hours worked.
* Signing and submitting the completed time record in the format required (electronic or paper) to the manager in the time period required for approval.

Each manager is responsible for:

* Ensuring that direct reports have the correct project/departmental codes, overtime or premium codes, and overhead codes for their assignments.
* Ensuring that all employees maintain accurate time records.
* Providing approval for overtime hours.
* Approving time records and submitting them to payroll.

**Enforcement**

Employees who violate this policy will be subject to disciplinary action. First-time offenders will be counseled, required to review the timekeeping policy and advised of the consequences of further infractions. Repeated violations will result in disciplinary action up to and including termination of employment.