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## **TIMEKEEPING, HOURS AND PAYROLL**

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### **TIMEKEEPING**

Nonexempt employees will accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record any beginning and ending time of split shifts or departures from work for personal reasons. It is not necessary to record time off for rest periods (see **Rest Periods**). Overtime work must be approved prior to it being performed.

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require SWOSU to maintain an accurate record of time worked in order to calculate employee pay and benefits. Time worked is the time actually spent on the job performing assigned duties. If an employee works for more than one department, he/she cannot be clocked in more than one department at a time.

Timesheets are legal documents that require attestation of accuracy and correctness. Supervisors should sign timesheets for their direct reports. Tampering, altering, or falsifying time records or recording time on another employee's time record will result in disciplinary action up to and including discharge.