

TIMEKEEPING AND PAYROLL

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Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require Southwestern to keep 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.

Nonexempt employees should 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 any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Tampering, altering, falsifying time records, or recording time on another employee's time record will result in disciplinary action, up to and including discharge.