

**Procedure Title:****TIMEKEEPING/PAYROLL****PROCEDURE NUMBER: 4-0-1****Policy Title:**

Timekeeping

**Effective Date:**

2/1/2003

**Revision Date:**

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

**PROCEDURE:**

1. Accurately recording time worked is the responsibility of every employee. Federal and state laws require Keystone to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.
2. Nonexempt employees should accurately record the time they begin work and end their work. They should also record the 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.
3. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.
4. Nonexempt employees should report to work no more than 15 minutes prior to their scheduled starting time nor stay more than 15 minutes after their scheduled stop time without expressed, prior authorization from their supervisor.
5. It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then sign the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.
6. If the employee fails to sign their time sheet or the supervisor (manager, coordinator or director) does not sign the time sheet, the employee will not be paid for the current pay

period until the next regular pay day; provided all paperwork is completed and received by the payroll department. Incomplete time sheets will be returned to the employee. It is the employee's responsibility to complete the time sheet and submit it to the payroll department in a timely fashion. The employee will then be paid in the next pay period. Internal checks will not be written to "makeup" for regular paycheck in this instance.

7. All questions regarding payroll issues may be directed to your supervisor or to the Payroll Department.

**NOTES:**