

Time Clocks

- The final step of the hiring process for an hourly employee will be to set them up in the time keeping system
- To set an employee up in the time keeping system their hand will be scanned by the Payroll Clerk at Central Office.
 - At that time the employee will be instructed on how to properly use the time clock.
- When an hourly employee misses a “punch” their name will appear on the “Employees With Missing Punches” list.
 - To correct a mis-punch, a “Time Clock Exception” must be completed and returned to the Payroll clerk within 2 working days.
 - After the 3rd mis-punch in a semester, the employee will be counseled by their direct supervisor.
 - If, after counseling by the supervisor, the mis-punches continue the employee will be subject to disciplinary action.
- If a time clock is not working, all hourly employees will need to complete a “weekly Time Sheet” to report their times.
 - Any problems with a time clock should be reported to the payroll clerk immediately.
- Failure to complete a Time Clock Exception or a Weekly Time Sheet may result in a disruption in pay.