

Sample Clocking In and Out Policy

*****Please have an attorney review this document before distributing it to your staff to ensure compliance with the laws in the areas where your business operates.*****

This policy applies to all employees who are required to record their working hours, including full-time, part-time, and remote staff.

Purpose of the Policy

This policy is designed to ensure accurate tracking of employee work hours for payroll purposes, compliance with labor laws, and efficient management of attendance. It promotes accountability, fairness, and transparency in our workplace.

How Employees Should Track Their Time

All employees are required to use [insert tracking system] to record their work hours.

[Insert instructions on how to access your timekeeping system of choice.]

When Employees Should Clock In and Out

Time must be logged at the start and end of each shift:

- **Clocking In:** Employees must clock in no earlier than 5 minutes before their scheduled start time.
 - **Clocking Out:** Employees must clock out no later than 5 minutes after their scheduled end time unless prior approval for overtime has been granted.
 - **Paid breaks:** Every employee gets two 15-minute paid breaks per 8-hour shift. You do not need to clock out for these paid breaks.
 - **Unpaid breaks:** Every employee gets one unpaid 30-minute break for each 8-hour shift. You will need to clock out for this break and clock back in when returning to work.
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Rules Around Clocking In Early, Clocking Out Late, and Overtime

- Unauthorized early clock-ins or late clock-outs are not permitted.
- Overtime must be pre-approved by a manager.

How Employees Should Fix Timecard Errors

- If you forget to clock in or out, immediately inform your manager.
- Submit a correction request through [tracking system] or complete a manual timecard adjustment form.
- Habitual errors in clocking in or out may result in additional training or corrective action.

Timesheet Approval Processes

- Employees are responsible for submitting their timesheets to their managers for approval every Friday before 6 p.m..
- Managers must approve all timesheets by Monday at 3 p.m. to ensure timely payroll processing.
- Any disputes over recorded time should be resolved before the approval deadline.

Consequences for Non-Compliance

Failure to comply with this policy may result in:

1. Warnings or disciplinary action for repeated non-compliance.
2. Delays in payroll processing for incomplete or inaccurate timesheets.
3. Further investigation or penalties for violations such as falsifying time records.

Instructions for Working Around Technical Errors

- If the time-tracking system is unavailable due to technical issues, employees must manually record their hours and report them to their supervisor by the end of the workday.
- Contact IT support immediately to resolve any technical issues with the system.

Definition and Examples of Time Theft

Time theft is the act of falsifying work hours to receive compensation for time not worked and is strictly prohibited by the company. Examples of time theft include:

- Clocking in or out for another employee (buddy punching).
- Claiming hours for time spent on personal activities.

- Taking longer breaks or meal periods than allowed without recording the additional time. Engaging in time theft may result in disciplinary action, up to and including termination.
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Time Off Policies

- Scheduled time off (e.g., vacation or personal days) must be requested in advance and approved by management.
 - Unscheduled absences (e.g., sick leave) must be reported as soon as possible.
 - Approved time off will be logged into the time-tracking system by the employee or manager.
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Employee Acknowledgment

I have read and understood the clocking in and out policy. I agree to adhere to its guidelines and understand the consequences of non-compliance.

Employee Name: _____

Signature: _____

Date: _____