

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Compensation

Section 304 – Timekeeping

1. General Information

- a. Federal and state laws require the Partnership for Children of Cumberland County, Inc. (PFC) to keep an accurate record of time worked in order to calculate employee pay and benefits.
- b. Time worked is all the time actually spent on the job performing assigned duties.
- c. See the section on Overtime for more information.
- d. See the section on Business Travel for timekeeping on business travel.

2. Policies

- a. Accurately recording time worked is the responsibility of every employee.
- b. Employees will record and submit their electronic timesheets through the Paychex website utilizing PFC's Time and Labor web-based module.
- c. Non-exempt employees should report to work no more than seven minutes prior to their scheduled starting time nor stay more than seven minutes after their scheduled stop time without expressed, prior authorization from their supervisor.
- d. Non-exempt and exempt employees will accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period on their electronic timesheet.
- e. Non-exempt and exempt employees should also record the beginning and ending time of any departure from work for personal reasons. The expectation is that the exempt employee will work 80 hours in a two-week pay period. Leave time should be used when the work hours are less than 80 hours.
- f. It is the employees' responsibility to review and approve their timesheet within PFC's Time & Labor web-based module. The approval serves as the certification of the accuracy of all time recorded.
- g. The supervisor will review and approve the employee's timesheet within PFC's Time & Labor web-based module. The approval serves as the electronic signature and submission for payroll processing.
- h. If the supervisor identifies a change that must be made to an employee's timesheet, the alteration will be made to the electronic timesheet. Discussion with the employee is encouraged prior to alteration.
- i. If a supervisor alters an employee's timesheet within the Time & Labor web-based module, the Paychex system requires that the supervisor add a note of explanation. The employee will be notified of the alteration the next time that they log into Paychex.
- j. In an employee's absence, the supervisor may complete and approve the employee's electronic timesheet. The Human Resources Coordinator or designee will print a copy of the timesheet to obtain the employee's signature upon return. The Paychex system will identify the timesheet as approved by the supervisor only.

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- k. If changes need to be made on the electronic timesheet after it is submitted via Paychex to the Human Resources Coordinator or person designated by the Chief Financial Officer, the employee and employee's supervisor will be notified verbally, if possible, prior to submission of payroll to be processed. The employee and employee's supervisor will be notified upon logging into Paychex that an alteration has been made to the timesheet. The Paychex system requires that all alteration include a note of explanation.
- l. Only under extraordinary circumstances and only with the approval of the supervisor shall any overtime work be performed. This will be done only for the convenience of PFC and not for the employee.
- m. The duties and responsibilities assigned to employees, supervisors and administrators within Paychex, Inc. may not be re-assigned or delegated to other employees. User names and passwords may not be shared with other employees. Failure to follow these policies may result in disciplinary action up to and including termination.