

401 Timekeeping

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Purpose: To provide guidelines and define responsibility for accurate timekeeping records.

Accurately reporting time worked is the responsibility of every nonexempt employee. Pine Haven Christian Communities is required to keep an accurate record of time worked in order to calculate pay and benefits. Time worked means all the time individuals spend performing their assigned duties and responsibilities.

Nonexempt employees must record their start time and end time by clocking in and out using Pine Haven's timekeeping system. Nonexempt employees should not clock in and start working more than 5 minutes before the scheduled start time. Employees who clock in after the scheduled start time of a shift will be considered late for that shift.

Nonexempt employees must accurately record the time they begin and end their work, including in-services and meetings. They must also record the beginning and ending time of any split shifts or departures from work for personal reasons. Nonexempt employees may not perform work for which they are not clocked in and are not paid.

Nonexempt employees are permitted to work overtime with prior authorization from their Managers. Nonexempt employees who work overtime without prior authorization may be subject to corrective action.

Employees are encouraged to review their time sheets on at least a weekly basis for accuracy. Incorrect or missing punches must be corrected appropriately by the time the Manager needs to approve the records for a pay period. Individuals who are regularly missing punches, submitting incorrect punches, or not submitting appropriate changes timely will be subject to corrective action.

Falsifying time records is a serious matter. Intentionally entering false work times, recording time worked for other employees, or tampering with time records will result in corrective action, up to and including termination.