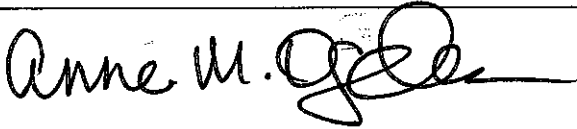


Catholic Charities Disabilities Services

Agency Standard and Procedure

Standard Category	Human Resources
Standard Title	Timekeeping
Regulations	N/A
Original Issue Date	01/01/2005
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Attachments	None
Approved by: Anne M. Ogden, Executive Director	

Standard

Accurately reporting time worked and leave time is the responsibility of every employee. The agencies of Catholic Charities of the Diocese of Albany must keep accurate records of time worked in order to calculate employee pay and benefits.

Procedure

Altering, falsifying, or tampering with timekeeping records may result in disciplinary action, up to and including termination. Unless specifically approved in advance by the Department Director and Human Resources, employees are not allowed to work from home. It is expected that at the time an employee clocks in, they are ready and able to perform their work duties and they are to clock out immediately upon completion of their work duties. All employees, and especially those who are providing direct care and support to individuals, are not allowed to conduct personal business such as errands, shopping, appointments, etc. at any time while working.

All employees will record time worked via the electronic timekeeping system. Non-exempt employees at the main office location or in the residences are to use the timeclocks to punch in and out each day and for their lunch breaks.

Due to the nature and location of their jobs, certain non-exempt and exempt employees, will use the Kronos Computer Application, Kronos Phone Application or Phone in Punches process to punch in and out for their shifts.

Employees will be provided direction and instruction regarding the expectation for recording time worked in orientation and by their direct supervisor.

In the event of an error in recording a punch or failure to punch in or out, employees need to electronically request a change or addition using the Kronos system.

Electronic time records for non-exempt employees will reflect the following:

- Time clock punches for the beginning and ending of time worked

- Time clock punches for meal periods

- Use of paid leave (e.g. CLT, MLT, Holidays, jury duty)

- Notes explaining absences, schedule variations or secondary department supervisory approval

A non-exempt employee who works more than forty (40) hours in a workweek shall be eligible for overtime for those hours over 40 that were physically worked, exclusive of paid time off. Overtime is paid at the rate of one and one-half times the employee's regular rate of pay or the weighted average of pay in the event of multiple pay rates. All overtime must be approved as outlined in the CCDS Overtime Approval Standard and Procedure.

Exempt employees will punch, using the timeclock, once per day at any point in the day. Their punch will indicate a full day of work. Requests for use of CLT or accrued Holiday time must be made in Kronos for any partial day of work or for requested days off.

Exempt employees are not eligible for overtime pay.

Sign-off Process

The employee's supervisor will review and sign-off on the time record in accordance with the timeframes established by payroll. The pay week begins on Sunday at 12:00 am and ends on Saturday at midnight. Payroll edits may be done at any time in the pay period and are expected to be done as soon as possible after the employee request is made. Generally, timesheets must be signed-off by 3 pm on the Monday following the end of the payroll period. In the event of a Monday holiday or early payroll processing, payroll must be signed-off by 10 am on the Tuesday following the end of the payroll period.