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|  TIMEKEEPING | NO.  |
| Timecards, badges, or manual input of employee number (referenced as ‘punches’) are used to record the arrival and departure times of facility employees. The badges are also used for identification. The timeclock recording of punches in and out is the legal record of hours for which an employee will be paid – in essence, the employee’s invoice to the facility for hours worked. If an employee punches incorrectly or does not clock in, that invoice will be incorrect. It is extremely important to understand that even one missed punch will not only result in one day of incorrect hours, but may affect the days after the missed punch. Mistakes caused by missed punches may cause an employee’s paycheck to be incorrect, and underpayment made by the facility. P**ayment for verified missed hours will be made on the next scheduled payroll.** It is the employee’s responsibility to clock in and out correctly and timely. It is also the employee’s responsibility to assure the punch was accepted by the system. This is easily done by looking at the timeclock as the punch is made. If the timeclock shows the employee’s name and a green light, the punch was accepted. If the timeclock shows ‘punch not accepted’ and a red light, the employee’s punch was not accepted. The employee will then need to punch again, making sure they are doing it correctly. Unaccepted punches must be reported to the supervisor immediately.**Badges are not to be taken out of the facility**. A badge rack is provided by the facility at the employee entrance for holding the employee name badges when not in use. Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Approved: | Effective Date: | Revision Date:3/17 | Change No.: | Page: 1 of 1  |