**THE EYE INSTITUTE FOR MEDICINE & SURGERY**

**POLICY/PROTOCOL**

**HOURLY EMPLOYEES TIME KEEPING**

082015

Applies to: All hourly employees

Hourly employees are required to record their work time each day of work. You need to clock in every day in the ADP system upon starting your work time (not necessarily when you arrive but at the beginning of your shift), in and out for lunch and at the end of day. Clocking in before 10 minutes prior to your shift starting is not allowed. All employees should take a minimum of a 30 minute break for lunch unless otherwise directed by your supervisor.

If you miss a punch, please contact your immediate supervisor or the Human Resources Manager to correct your timesheet.

You should check on a daily basis the ADP timekeeping system to ensure that you have clocked in and out as appropriate for the day. At the end of the pay period, please review your time to make sure it is accurate and punches have been missed.

If the system goes down, please keep track of your time by paper and notify Human Resources so that your times may be entered when the system is once again available.

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Authorized Signature/Date