

1.0 PURPOSE:

To define procedure for hourly employees clocking in and out for time and attendance purposes.

2.0 REFERENCE DOCUMENTS:

3.0 DEFINITIONS:

3.1 Clock In – Use your badge to swipe in at the time clock or utilize eTime Time Stamp function

3.2 Clock Out – Use your badge to swipe out at the time clock or utilize eTime Time Stamp function

4.0 GUIDELINES:

4.1 All employees must clock in when reporting to work and clock out when leaving work.

4.2 You must report to your manager that you have forgotten your badge and have signed in at the sign-in log or security. It is the employee's responsibility to fill out an Exception Form and turn into your manager prior to payroll close.

4.2.1 If you have lost your badge or it is not working, then report to your HR Department or Security and they will order a new badge or advise how to request a new badge.

4.3 If you are unable to log into eTime, it is the employee's responsibility to fill out an Exception Form and turn into your manager prior to payroll close.

5.0 RESPONSIBILITY: It is the responsibility of the employees to ensure compliance with these guidelines.

AUTHOR: Labor Relations

Policy Number: SI OCU 014

Revision Number: 02

Revision Date: 10/07/2021

Approvals:

Labor Relations Manager: Cynthia Brown Date: 12/21/2021

OCU President: [Signature] Date: 12/2/2021