



## **Recording Work Hours Policy**

Exempt team members are paid an established salary and are expected to fulfill the duties of the position regardless of the number of hours worked in a workweek. Supervisors will establish regular work schedules, expectations for attendance, and procedures for handling absences and changes to the regular schedule.

While not required to clock in and out each day, exempt team members do need to track and submit the time for benefits usage and calculation purposes. This includes use of vacation time, sick days, FMLA leave, other forms of leave (paid or unpaid), bereavement, and other personal reasons. Corrective action will be taken if abuses are apparent.

Non-exempt team members are required to swipe their badge, or punch their code in the eTime time clock, to record shift beginnings, endings, meal periods, and any departures from work for personal reasons. If you forget to bring your badge to work, you need to notify your supervisor or manager immediately so you can get clocked in. If an error is made on your timecard, or you believe that an improper deduction has been incorrectly made from your wages, please report the situation immediately to your supervisor or manager so that it can be investigated and corrected, if necessary. Repeated failures to bring your badge to work will not be tolerated.

Altering, falsifying, tampering with time records, or swiping/encoding a time card for another team member, is prohibited and will result in termination.