

TIMEKEEPING 401

Effective Date: 02/01/2016

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require Cass County to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. Exempt employees are expected to keep accurate records of all leaves. Elected officials are not required to keep time records.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Nonexempt employees should report to work no more than seven minutes prior to their scheduled starting time nor stay more than seven minutes after their scheduled stop time without expressed, prior authorization from their supervisor.

Employees are responsible for certifying the accuracy of all time recorded. Supervisors will review and verify before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes to the time record.