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3.06 TIMEKEEPING

Time Sheet:

Time sheets are governmental documents and as such require accurate and truthful information and are subject to Texas Penal Code 37.10. Falsifying a time sheet, a governmental record, is a Class "A" Misdemeanor.

~~Non-exempt employees who fail to complete or turn in their timesheet by the scheduled due dates will be subject to a reduction of 10 hours from their regularly scheduled work week. This deduction will result in the employee being paid 10 hours less for the current pay period. All corrections will be made on the next regularly scheduled payroll with the receipt of the employees completed time sheet. No non-exempt employee will be paid below minimum wage for actual hours worked.~~

Electronic Time Clock:

All Burnet County employees required to use the electronic time clock shall clock in upon arrival and clock out when leaving. If they are to be away from the office on personal business for more than 15 minutes they must clock out.

A. Leave such as vacation, sick, and other approved leave shall also be recorded in the timekeeping system by the supervisor or department head.

B. All non-exempt employees shall use the timekeeping system except in areas where internet access is not available.

C. Non-exempt employees shall use their web access to "clock in" at the beginning and end of their workday and as necessary, within the workday, as to appropriately record their meal breaks or approved leave time.

D. In the case of clock malfunction or other technical problems, it may be necessary to correct or enter missing data. These changes shall be documented and manually added to the employee's timecard as necessary by their supervisor to accurately report the employee's hours. Any clock or web access malfunctions should be promptly reported to the County Human Resources Office.

E. Burnet County uses a 7 minute rounding rule. Employees who clock in 7 minutes before or 7 minutes after any quarter hour will be paid on the quarter hour.

☒ Employees should not clock in nor begin any work activities earlier than 7 minutes before their scheduled start time, unless the employee has supervisor approval for early arrival.

☒ An employee should not clock out nor continue any work activities any later than 7 minutes after their scheduled end time, unless the employee has supervisor approval for working late.

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F. All employees are required to view and sign their timesheets to ensure accuracy of their official recorded time. An employee should report discrepancies to their supervisor immediately. All employees are required to approve their timesheet at the end of each week.

G. Supervisors or department timekeepers shall approve their employee's time at the end of each week.

H. Departmental timekeepers shall ensure that employees and supervisors have accurately completed timesheets. At the end of each pay period, departmental timekeepers will "Sign Off" on all employee timesheets, therefore releasing the recorded data to Payroll for processing.

I. During payroll processing, leave from available banks (excluding Sick Leave) will be added for any Full-time employee (as defined in Sec. 3.01) to complete their normal schedule.

A. Dakey