

SECTION 801.13

Use of On-line Time Card (eTime).

Staff employees who do not use on-line time clock must complete the on-line bi-weekly timecard reporting actual hours worked, leave time, holiday pay, and other similar occurrences.

1. Accuracy of Time Cards.

Time worked, leave time, etc. should be recorded on a daily basis and properly reflected on the on-line time card. The employee should carefully review all entries made before submitting it to the supervisor for approval. The supervisor should carefully review all entries, ascertaining that they represent an actual statement of hours worked prior to approval.

2. On Line Processing of Time Cards.

Following approval of the on-line time card by the supervisor, the record is routed to the Payroll Department where overtime and other required processing will be accomplished.

3. Falsification of Time Records.

Employees who intentionally falsify official time records may be subject to disciplinary action to include suspension or termination. Employees who "punch" other co-workers in or out are considered to have willfully falsified such records unless they have been instructed to take such action by their immediate supervisor or an individual having the authority to so effect an individual's time.