

Timekeeping Policy

July 2020

Mount St. Joseph University is committed to ensuring that its employees are timely and correctly paid for all time worked.

Non-exempt employees must accurately report the time they work on each day. This includes accurately recording for payroll purposes his/her arrival, departure, bona fide unpaid breaks and meal periods, and work the employee performs before or after a scheduled shift. If a non-exempt employee is unable to report his or her time in Paycom (for any reason including, for example, an inability to access the timekeeping system at the time the work was performed or forgetting to clock-in or clock-out during the shift), the employee is responsible for notifying his or her supervisor via a Punch Change Request in Paycom. If a Punch Change Request is not possible, the employee is responsible for notifying his or her supervisor or the Office of Human Resources in writing of the time worked as soon as possible so it can be properly recorded and paid by the University as required by law.

Non-exempt employees should not start work early, finish work late, work during a meal break, or perform any extra or overtime work, including sending and receiving work-related email and text messages, unless directed to perform such work by their manager. Unauthorized overtime or “off the clock” work is strictly prohibited. However, to ensure that employees are properly paid, the University requires that all hours worked be reported to payroll regardless of (1) when and where the work was performed; (2) the reason the work was performed; (3) whether or not the time was authorized by the manager; and/or (4) whether or not the hours were captured in the time keeping system. Employees must report their time in the workweek in which it is worked and should never report time in a subsequent workweek to avoid documenting overtime.

Violating this timekeeping policy is considered a serious integrity issue for which corrective action, up to and including termination, will be issued. This includes, but is not limited to, inaccurately reporting or failing to report time worked, instructing or encouraging a non-exempt employee to work “off the clock” or inaccurately report time worked, improperly altering, falsifying or tampering with another employee’s time records, or instructing or encouraging an employee to do any of the above.

Exempt and non-exempt employees are expected to immediately notify their manager and/or the Office of Human Resources regarding any payroll discrepancies, questions or concerns. Compensation errors found to have occurred will be promptly corrected by the University. Employees are protected from retaliation for raising a concern or reporting a potential violation of this policy in good faith or participating in any investigation involving this policy.