

## Timekeeping Policy

Program Name: Competent Quality Care

### Objective

The purpose of this document is to outline the timekeeping policies and procedures of Competent Quality Care. It also provides guidance on the duties assigned to the various individuals involved in the process. Accurately reporting time worked is the responsibility of every employee.

### Daily Clock In/Out

It is the responsibility of each employee to clock in and out at the beginning (arrival to clients home) and end (when leaving clients home) of each scheduled shift in order to be compensated for the time worked and to report their time accurately and completely for each pay period. All employees leaving for personal reasons during the day must clock out when leaving and back in upon returning.

### Time Sheet Submittal

Pay periods are Bi-weekly and run from Saturday to Saturday at 12am. It is every employee's responsibility to review and submit timesheets by Monday of the week paid. TSheets will send a reminder to review and submit.

### Missed Punches and Adjustments

Employees who miss a punch or need to change an existing punch are required to submit a request via email to: [Mdalton@competentqualitycare.com](mailto:Mdalton@competentqualitycare.com) as soon as possible. The request must include whether the punch should be in or out, the time of the punch, and the client worked with on the shift, and a note explaining, in detail, why there is a need for the added or changed punch.

### Enforcement

You may be subject to disciplinary action up to and including termination for the following:

- Any attempt to tamper with the timekeeping hardware or software
- Excessive missed punches without a valid (specific) reason
- Any falsification or misrepresentation of time and attendance information
- Failure to promptly verify and/or reconcile time and attendance in accordance with this policy

### Discrepancies

Should an employee fail to properly punch in and/or out, and a satisfactory verification as to the truth of the employee's claim cannot be achieved, the employee will not be compensated for their alleged work. If it is later verified that the employee worked the shift in question, the employee will be paid retroactively on the regular pay date for the following pay period.