

 <p>Ringling College of Art + Design</p> <p>STAFF HANDBOOK</p>	<p>Index: 202</p> <p>Page: 1 of 1</p> <p>Subject: Time Reports</p> <p>Revised: October 24, 2002</p>
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Time Reports

All non-exempt employees are required to complete individual electronic time reports. Time reports provide the College with a record of the hours worked by each non-exempt employee, and it is important for them to be accurate.

Employees must record total hours worked daily and may not work "OFF THE CLOCK." Employees should not begin work more than seven (7) minutes before they are scheduled to start work or stop more than seven (7) minutes after they are scheduled to stop work unless authorized by the supervisor in advance.

If an error is discovered after payroll has been processed, an adjustment will be made on the next regular paycheck.

Falsifying or altering Ringling College of Art and Design time records can result in discipline up to and including termination of employment. Falsifying or altering time records includes, but is not limited to making entries or changes on another employee's time report, electronically completing the time report of another employee, recording inaccurate hours, or asking another employee to falsify a time record.