TIME AND ATTENDANCE PROCEDURES FOR EMPLOYEES WHO TIME STAMP

- Employees must log in and out of work from a GPC-owned computer.
  - If the GPC computer that is normally used to Log IN/OUT is not working properly, employees must Log IN/OUT from another GPC computer. The manager/supervisor should be notified immediately of the computer malfunction so that the issue can be properly addressed in a timely manner.
  - If an employee’s work assignment on a given day will not enable him/her to Log IN/OUT from a GPC computer, the employee must contact his/her supervisor immediately to determine the appropriate method to document time worked.

- An Employees who forgets to Log IN when he/she first begins work, must notify the supervisor as soon as the oversight is realized. Employees must accurately and honestly report when they began work duties so that the supervisor can manually record the appropriate IN time in eTime.

- An Employee who forgets to Log OUT at the end of the day must notify the supervisor when they next report to work. Employees must accurately and honestly report when they ended work duties for the day so the supervisor can manually record the appropriate OUT time in eTime.

- An employee who Logs into work late may not decide to work additional time at the end of the day to make up for the tardiness unless advanced approval from the supervisor has been given to work a flex schedule.

- ALL full time employees must account for a full eight-hour workday (or 10-hour if scheduled to do so), which includes approved breaks.

- Part time employees must actively perform work duties for the entire scheduled work time unless authorized to take a break.

- Employees who time stamp may not routinely log in late and/or out early.

- Employees who are unable to report to work as scheduled must promptly notify their supervisor. Employees must follow the established call-out procedure to ensure that the absence is excused.

- Employees who report to work but are unable to complete the assigned work schedule due to a serious and urgent reason must immediately notify their immediate supervisor or if the immediate supervisor is not available, a higher level manager. Employees may not leave work early without advanced approval to do so. Failure to comply with this requirement may result in an unexcused absence. The employee may also be subject to corrective action.
CORRECTIVE ACTION GUIDELINES FOR FULL TIME EMPLOYEES WHO FAIL TO COMPLY WITH THE TIME AND ATTENDANCE PROCEDURES

- Typically, an employee who fails to log in and/or out from work from a GPC-owned computer and/or who forgets to log in or out from work will receive a verbal warning. However, if the offense is very severe, such as, the employee logs in to work before he/she is actually at work and performing his/her assigned duties and/or he/she is no longer performing his/her assigned duties but is still logged in as working, he/she may be subject to a more severe corrective action.

- For repeat offenses and/or more severe offenses, the employee may receive a written warning.

- An employee who repeatedly logs in and/or out from a non-GPC owned computer and/or fails to log in and/or out at all may be subject to an unpaid suspension. An employee who logs in to work from a non-GPC owned computer before he/she actually reports to work and begins performing his/her assigned duties and/or who remains “on the clock” after they have left work and are no longer performing their assigned job duties may be placed on unauthorized leave without pay for any time that there is not objective evidence that he/she was actually working. In addition, the employee may be subject to an unpaid suspension or termination.

- For extremely severe offenses and/or repeated infractions despite previous corrective actions, an employee may be terminated.

CORRECTIVE ACTION GUIDELINES FOR PART TIME EMPLOYEES WHO FAIL TO COMPLY WITH THE TIME AND ATTENDANCE PROCEDURES

- **First offense** - An employee who fails to log in and/or out from work from a GPC-owned computer and/or who forgets to log in or out from work will receive a verbal warning.

- **Second offense** - An employee who again fails to log in and/or out from work from a GPC-owned computer and/or who forgets to log in or out from work will receive a final written warning.

- **A third offense** as described above will result in termination.

 - An employee who logs in to work before he/she is actually at work and performing his/her assigned duties and/or he/she is no longer performing his/her assigned duties but is still logged in as working, he/she will receive a final written warning if it is the first instance of such conduct. In addition, the employee will be placed on unauthorized leave without pay for any time that the manager is unable to objectively document that the employee was actually working.

- An employee who repeats the above offense or an employee who is found to have engaged in such conduct repeatedly will be terminated.

- Please be aware that part time employees do not have appeal rights.
ACKNOWLEDGEMENT OF RECEIPT OF INFORMATION FOR TIME STAMP EMPLOYEES

My signature below acknowledges the following:

1. My manager has reviewed the attached information with me in a department meeting and/or individually;
2. I was provided the opportunity to ask any questions that I may have;
3. I received a copy of this information;
4. I am aware that I will be held accountable for complying with this information regardless of whether or not I agree with it.

EMPLOYEE NAME PRINTED

EMPLOYEE SIGNATURE

DATE

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