

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Personnel

POLICY NO: 03-016

SUBJECT: Time Sheets

EFFECTIVE DATE: January 1984

Policy:

All employees classified as non-exempt are required to complete agency approved time sheets, showing daily hours worked

Procedures:

1. The semi-monthly pay period is set by the CFO annually. All time sheets must be completed according to each department's schedule, but no later than the Monday following the end of the pay period.
2. Cottonwood, Inc. utilizes Paycom to log hours worked and to process payroll for all employees. Hourly/non-exempt employees will clock in/out through the Paycom system (via app or standard computer) as determined by their department Director. Time off for meals or other non-work related breaks over 15 minutes shall also be logged. Computers and other similar time-punch devices are available at all Cottonwood, Inc. sites for staff that do not have access to a phone or personal computer.
3. Employees are not permitted to clock in or commence work more than 15 minutes before their normal starting time or to sign out or stop work later than 15 minutes after their normal quitting time without prior approval of their supervisor. All punched time is rounded to the nearest 15-minute increment to determine hours worked.
4. All time sheets shall be approved by the employee, then reviewed and approved by the supervisor involved. Unworked time for which an employee is entitled to be paid (paid absences, personal time, holidays or vacation) shall be requested in advance (if possible) by the employee and approved by their supervisor through Paycom. Authorized overtime shall be identified by the supervisor. The department Director will also be required to review and approve the time sheet.
5. Unapproved absences shall not be considered as hours worked for pay purposes.
6. It is the responsibility of the employee to complete accurate timesheet submission by the date it is due. If payroll is processed and the timesheet is incomplete, then justification for the omission must be made to the department Director. If the hours can be verified and approved by the Coordinator/Director then the additional wages will be issued at the

next scheduled pay date. Chronic lateness or falsification of hours worked will be grounds for disciplinary action up to and including termination.

7. Supervisors may adjust timesheets for the following reasons:

a) To remove incorrect/false information from an employee's timesheet

b) To record time on behalf of the employee if the employee is unable to reasonably do so for themselves (employee is sick/hospitalized, doesn't have access to the Paycom system, etc.)

8. If an employee does not receive the correct pay because of an error by administrative staff or payroll service, consult with the Chief Financial Officer, who will attempt to rectify the situation.

9. This policy is subject to grievance/appeal, as per Policy No. 03-026.