***Timekeeping Practices Checklist***

Both federal and state laws govern timekeeping practices. This checklist has been prepared to assist employers in reviewing their timekeeping practices for nonexempt employees. It is not intended to be a comprehensive list but merely provides highlights of issues employers should consider in developing their practices.

* Implement a method of timekeeping such as a timeclock, paper timecard or electronic system.
* Define the workweek (any seven consecutive 24-hour periods).
* Establish procedures in accordance with the payroll schedule for submitting timekeeping records for approval and processing.
* Establish a policy requiring employees to record all hours worked, including:

[ ]  Start and end times each day.

[ ]  Rest and meal periods as required by state laws.

[ ]  On-call hours worked.

[ ]  Leave time (e.g., holiday, personal, vacation).

[ ]  Travel time that occurs during their work day.

[ ]  Travel time when traveling away from home or overnight.

[ ]  Attendance at training programs and meetings.

* Define the process for making corrections to time records including any approval required.
* Maintain time records in compliance with federal and state laws.
* Store time records securely and protected from damage (e.g., floods, fire).
* Limit access to time records to those with a legitimate business purpose.