



# Timekeeping

[ *Owner: Office of Human Resources* ]

Federal and state laws require the employer to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

The Diocese uses an electronic timekeeping system. Each employee is responsible for entering their time or swiping timecard through an approved time clock. Each employee is responsible to safeguard, through password protection, the privacy of their account.

Each employee is required to accurately record in the electronic timekeeping system regular and overtime hours worked each workweek, and vacation, sick leave and other time taken. All time in which employees work must be recorded and compensated. Working “off the clock” is not permitted. Non-productive paid time (*i.e.*, paid holidays, vacation, sick time, etc.) is not counted as actual work time for the purposes of overtime pay and benefit eligibility.

All non-exempt lay employees must record their time in the electronic timekeeping system, and supervisors must approve time according to the schedule set by the Payroll Office. No employee shall be allowed to record work time for any other employee.