

POLICY 425.03: TIME CLOCKS

OBJECTIVE

To provide procedures relating to time clocks, timestamping and mobile punching for all non-exempt employees. Time clocks, timestamping and mobile punching will assist the Aviation Authority with accuracy of tracking time worked and will allow a more efficient process for tracking time worked.

DEFINITIONS

TIMEKEEPING COORDINATOR

Timekeeping Coordinators are assigned by the department vice president as those responsible for performing various payroll-related tasks.

TIMEKEEPING SYSTEM

The Timekeeping System utilized by the Aviation Authority for electronic workforce time management for payroll purposes.

METHOD OF OPERATION

This policy is applicable to all non-exempt employees for time reporting purposes.

Time clocks are located throughout the Aviation Authority. Employees will “swipe” their badges to clock-in and out of the Timekeeping System.

Timestamping is accessible through the Timekeeping System using Aviation Authority computers. Employees will log into the Timekeeping System to clock in and out.

Mobile punching via a mobile application for the Timekeeping System is subject to approval by the Department Vice President and Chief Financial Officer. Mobile punching will only be authorized for employees without access to an Aviation Authority computer and only using Aviation Authority provided mobile devices.

A copy of this policy will be provided to all non-exempt employees. The employee shall document their receipt, understanding and compliance of the policy by completing Form 425.03.1.

OFFICIAL RECORDS

The Timekeeping System records are the official records of hours worked and attendance for all non-exempt employees. Any disputes regarding hours worked or attendance will be resolved by referring to the Timekeeping System records.

EMPLOYEE TIME REPORTS

The Timekeeping System will be used to record all hours worked and approved leave or unpaid statuses for each reporting period. Starting time and stopping time for approved leave and time worked are rounded to the nearest quarter hour.

The automated time reports will reflect all hours worked and approved leave for the reporting period. Adjustments to hours and leave must be posted weekly to avoid errors and omissions and assist with timely reporting of employee time.

DAILY REQUIREMENTS

Non-exempt employees shall clock-in at the beginning of their assigned shift and clock-out at the end of their assigned shift at designated time clock locations, on an Aviation Authority computer or using an Aviation Authority provided mobile device. Employees should use their designated time clock or Aviation Authority computer location unless directed by their supervisor. Under certain conditions (for example, off-site training), it may be necessary for employees to report time worked to their supervisor so that their time can be manually entered.

Other requirements include:

- Employees shall clock-in no earlier than 5 minutes before, and no later than 5 minutes after, the beginning of their shift.
- Employees shall clock-out no earlier than 5 minutes before, and no later than 5 minutes after, the end of their shift.
- Any early or late clock-ins or clock-outs may warrant disciplinary action; and
- Employees will not clock out or in for meal periods. Meal periods will be automatically deducted, as appropriate.

Any time an employee leaves the workplace during the workday, on other than work related business, the employee must clock-out. Upon returning to work, the employee must clock-in.

An employee is not required to clock-in/out when returning to work for Call Back Duty, as defined in Policy Section 425.02, Payroll Reporting, and the CBA, as applicable. An employee is, however, required to follow departmental procedures for notification of arrival and departure for Call Back Duty.

**VIOLATION OF THIS
POLICY**

Disciplinary action for any violation of this policy will be in accordance with Policy 204.02, Allegations of Misconduct, and the collective bargaining agreement (“CBA”), as applicable.

**SERIOUS
INFRACTIONS**

Immediate disciplinary action will be taken for the following serious infractions:

- Tampering with, or attempting to tamper with, time keeping hardware (time clocks) or software.
- Punching in or out for absent or late employee (a.k.a. “buddy punching”). Buddy punching will result in both employees receiving disciplinary action.
- Timestamping or mobile punching when not on Aviation Authority property or not using an Aviation Authority computer or Aviation Authority provided mobile device; or
- Interfering with, or attempting to interfere with, another employee’s use of the time clock, timestamping or mobile application.

**FAILURE TO
CLOCK IN OR OUT**

If an employee fails to clock-in or out, it is the employee’s responsibility to immediately inform their supervisor of the time and reason. In this situation, the supervisor or Timekeeping Coordinator will “manually” clock the employee in or out, and provide a reason for doing so.

The supervisor or Timekeeping Coordinator should immediately inform IT of any time clock, computer or mobile application malfunction at the IT Service Center (itservicecenter@goaa.org)

Employees who fail to clock in or out may be subject to disciplinary action.

**UNDER/OVER
REPORTED HOURS**

Employees are required to clock in before performing any work. Employees are not permitted to clock out before actually stopping work.

Employees who underreport or fail to report hours worked may be subject to disciplinary action.

Once an employee has clocked in, they are responsible for starting work. Employees who conduct personal matters or simply do not work while clocked in may be considered over reporting time and may be subject to disciplinary action.

PROCESSING OF ELECTRONIC TIME CARDS

Payroll will close the payroll period in the Timekeeping System according to a preset published schedule to ensure that time and attendance records are transmitted timely to the payroll software. It is imperative that Timekeeping Coordinators resolve failures to clock in or out, leave taken, holidays, etc. within the published schedule.

Each approver, designated by the department vice president, and the Timekeeping Coordinator should review, modify, and approve each employee's electronic time card once the number and type of hours reported is deemed correct. This must be accomplished within the published schedule. No additional changes can be made after the 12:00 p.m. (noon) cutoff on the Monday after the period ending date, as defined in Policy 425.02, Payroll Reporting.

MODIFICATIONS TO ELECTRONIC TIME CARDS

Modifications to electronic time cards by Timekeeping Coordinators or other assigned personnel are allowed upon authorization by the employee's direct supervisor. A Time Card Change Authorization Form (425.03.2) must be completed and approved by the employee and supervisor before any modifications are made in the Timekeeping System.

Time should be reviewed and edited (if needed) on a daily basis. Modifications to the electronic time card require a reason and are included in the Timekeeping System audit logs.

ABSENCE FROM DUTY

The Timekeeping System will not automatically adjust for time absent from work unless it is an approved absence in the system. It is the employee's responsibility to inform their supervisor of reasons for absence (i.e. sick, jury duty, etc.) so that the Timekeeping Coordinator can enter the appropriate leave on the employee's electronic time card.

FORMS

- 425.03.1 Acknowledgment Form
- 425.03.2 Time Card Change Authorization Form

REFERENCE

- Policy 204.02, Allegations of Misconduct
- Policy 425.02, Payroll Reporting

APPROVAL AND UPDATE HISTORY

LAST APPROVAL

Aviation Authority Board: December 8, 2010

Chief Executive Officer: August 14, 2017

SUPERSEDES

All Previous



GREATER ORLANDO AVIATION AUTHORITY

Acknowledgement of Operational Policy and Procedure Section 425.03, Time Clocks

By signing below, I acknowledge that I have received and understand the Aviation Authority's Policy and Procedure Section 425.03, Time Clocks. I also acknowledge that I will comply with all components of this policy.

Signature

Date

(Print your name)



Greater Orlando Aviation Authority
Time Card Change Authorization Form

Print Form

This form must be completed when adding or changing a punch in an employee's time card in the current pay period.

Employee Name _____

Employee Number _____ Department/Section _____

Punch Modification

Reason for Adjustment (Check One):

- Missing In Punch
Clocked In Early - Did Not Work
Lunch Scheduled but not taken
Missing Out Punch
Clocked Out Late - Did Not Work
Lunch not Scheduled but taken
Other, please specify

Date Being Adjusted _____

Original Punch Time _____

Punch Added or Changed To _____

Add Hours

Date Being Adjusted _____

Hours Added _____

Pay Type _____

Reason _____

Approvals

Employee Signature _____ Date _____
Your signature certifies that this information is accurate and complete.

Supervisor Signature _____ Date _____
Your signature certifies that you have reviewed the changes above and agree that they are accurate and complete.

Entered by: _____ Date _____
Your signature certifies that you have entered the changes above after receiving the appropriate approvals.

FOR INTERNAL PURPOSES ONLY - DO NOT FORWARD TO PAYROLL
Issuing Department must retain this form for audit/compliance purposes.