

Recording Your Time

All employees must record their hours worked in the manner specified by their supervisor. Your supervisor will also let you know when and how to submit your timesheets each week.

Accurately recording time worked is required in order to be sure that you are paid for all hours worked. You are expected to follow the established procedures in keeping an accurate record of your hours worked. Time must be recorded as follows:

- Immediately before starting your shift.
- Immediately after finishing work.
- Immediately before and after any other time away from work, such as a lunch break.

The workweek starts on Monday and ends on Sunday.