

**400.6 Time Cards**

Accurately recording time worked is the responsibility of all the employees who are required to fill out time cards. These employees should accurately record the time they begin and end their work. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed. Altering, falsifying, tampering with time records, or recording time on another employee's time record will result in disciplinary action.

It is the employees' responsibility to sign their time sheets to certify the accuracy of all time recorded. The supervisor will review and then sign the time record before submitting it for payroll processing. If corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.