

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

SUBMITTED BY: John Yurgens	DATE SUBMITTED: 05/11/11	SECTION: Information Management	
BOARD APPROVED ON: 05/11/11	DATE REVISED: 11/18/15	SUBJECT: Electronic Time Keeping	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 05/17/17, 09/19/18, 09/09/2020		POLICY #: EE-001	PAGE #: 1 of 2

I. APPLICATION

The provisions stated herein shall apply to employees of Blue Water Developmental Housing Inc. (BWDH).

II. POLICY

It shall be the policy of the organization that employees are responsible for recording their hours worked on the electronic time keeping system.

III. NOTIFICATION/PROCEDURE

WHO

DOES WHAT

Employee

1. Enters appropriate time on Electronic Time Keeping system by the end of all shifts worked and enters any sick, vacation and/or holiday time as applicable.

Program Supervisor

2. Verifies times entered into the Electronic Time Keeping System, on a regular basis.

Employee

3. By the end of the pay period, after working their last scheduled shift, the employee will "submit" the electronic time sheet.

Program Supervisor

4. At the end of the pay period the supervisor verifies and approves times entered by the employee.
5. Submits Payroll Cover Sheet to account clerk by 10 a.m. the day after the end of the pay period.

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III. NOTIFICATION/PROCEDURE (continued)

In case of discrepancies

WHO

DOES WHAT

Program Supervisor

6. While completing regular checks of the time entered by employees if the program supervisor discovers a discrepancy the program supervisor will make phone contact with the employee informing them of the need to correct their time record.
7. If the discrepancy is discovered on the last day of the pay period, the program supervisor will make contact with the employee for a verbal approval to make the changes and print off the changes for the employee to review and sign off for the records.
8. They will verify with their signature on the "Payroll Cover Sheet" that the times allocated to each employee was verified and matches the schedule and the Electronic Time sheet submitted by the employee.