

**Department of Medicine  
Clock In & Out Policy**

Employees are required to clock in at their designated time clock upon arrival and clock out before leaving for the day. If an employee fails to follow this procedure, the following actions will be taken:

**First Offense** – Your supervisor will be notified. After notification your supervisor will be required to send an e-mail to the time keeper, documenting the time that you clocked in or out. Your time will be entered manually.

**Second Offense** – Your supervisor will be notified. After notification your supervisor will be required to send an e-mail to the time keeper, documenting the time that you clocked in or out. Your time will **not** be entered manually, and you will have to wait until the next applicable pay period to be paid for that time. Your supervisor must complete a payroll change form.

**Third Offense/Subsequent Offense** – Your supervisor will be notified. After notification your supervisor will be required to send an e-mail to the time keeper, documenting the time that you clocked in or out. Your time will **not** be entered manually, and you will have to wait until the next applicable pay period to be paid for that time. Your supervisor will give you a conference memorandum regarding time and attendance.

Offenses are erased quarterly.

Jan. – Mar.

July – Sept.

April – June

Oct. – Dec.

Revised 12/03/07