



MEMORANDUM

Date: July 1, 2017
From: Payroll Department
Subject: Reporting Time Worked Policy

The following is the policy regarding reporting of your work time:

- ❖ I understand that I know how to report the time I work using the ADP’s Enterprise E-Time reporting system and I have no further questions regarding how to use the system at this time.
- ❖ I understand that I will not be permitted to work before or after my normal scheduled shift unless requested to do so by my Supervisor or another member of the Management.
- ❖ I understand that I must use the telephone designated by Center for Social Change, Inc. to clock in at the beginning of my assigned shift and clock out at the conclusion of my assigned shift. Failing to follow company policy to report my time worked using the ADP’s Enterprise E-Time reporting system will lead to disciplinary action up to and including possible termination of my employment.
- ❖ I understand that I am required to report to work as scheduled and that failing to work the hours assigned to me without getting the proper prior approval from my supervisor will lead to disciplinary action up to and including possible termination of my employment.
- ❖ I understand that any attempt to defraud the Company by any means will be considered per the Company’s Employee Manual a Level 1 Offense which could result in disciplinary action being taken against me up to and including the immediate termination of my employment. Examples of defrauding the company include but are not limited to reporting someone else’s time on their behalf, making false or fraudulent statements regarding overtime, ETO, leave of absence, sick pay or medical leave.

The following signature certifies that the employee has understood the above mentioned procedure:

Employee’s Name: _____

Employee’s Signature: _____ Date: _____

Supervisor’s Signature: _____ Date: _____