



DATE: May 14, 2018
TO: Human Resources
FROM: Angie Ecklund
RE: EA Mini-Survey Request – Time Cards/Clocking in & Out

1) In what way do you keep track of employee hours worked?

- 37 cos Time clock or other electronic system
- 6 cos Online application
- 6 cos Paper Time Card

2) Are employees required to clock in/out for breaks? YES 10 cos NO 35 cos

3) Please describe your clock in & out policy:

- 5 cos Employees must clock out if they leave the premises
- 4 cos Only hourly employees keep track of their time
- 2 cos Not allowed to clock in until 15 minutes prior to shift
- 1 co Not allowed to clock in until 10 minutes prior to shift
- 1 co 3 minute grace period for clocking in

4) Are there repercussions for forgetting to clock out? YES 17 cos NO 27 cos

5) What happens if a time card is submitted incorrectly? Please describe your process:

- 10 cos Manager/supervisor responsible for fixing issues
- 3 cos Conversation with Employee
- 2 cos Progressive discipline if it continues to be a problem
- 1 co Happens too rarely
- 1 co Just catch before submitting to payroll
- 1 co Earn attendance points for missed punches