



**Date:** June 13, 2019

**Policy:** Clocking in and Out (missed punches)

Our time and attendance program (7 Shifts) has been actively running since February 2019. We are still noticing a lot of staff that are forgetting to clock in and out for their hours worked. Below is some information on what to do if you forget to clock in and out.

- 1) You are responsible for Clocking in and Out for all your shifts. Please get in the habit of doing this for EVERY shift. This is how you will get paid.
- 2) It is also a good idea to get in the habit of looking at your total hours after every shift

What do I do if I forget to clock in or out?

- 1) If you notice halfway through your shift that you forgot to clock in, please clock in as soon as you remember and then contact your manager to let them know. Your manager will adjust your time.
- 2) If you notice at the very end of your shift that you forgot to clock in- Clock in and out and then let your manager know and they will adjust your time.
- 3) If you forgot to clock out for your shift but you clocked in- let your manager know and they will adjust your time.
- 4) If you get your direct deposit and email on pay day and you notice you are missing hours because you forgot to clock in and out you must tell your manager. Your manager will then get in contact with Steve in payroll to verify hours worked. These hours will be added to your next pay cheque on the next run

\*Please do not contact Steve in payroll yourself on pay day asking him to verify.