



Policy 4.60 Time & Record Keeping

Responsible Official: VP for Human Resources
Administering Division/Department: Compensation
Effective Date: March 30, 2007
Last Revision: May 07, 2007

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Policy Details

Each department is responsible for maintaining accurate time and attendance records for all employees within the department. These records should be maintained through the time and attendance system. Each non-exempt employee must accurately record each pay period the hours they worked, and any other hours for which they are to be paid .

Any changes to the hours employees record as worked time must be authorized by both the employee and the supervisor. Each department must maintain written documentation supporting these changes.

Employee time records must be reviewed and approved by the official timekeeper. The supervisor who authorizes payment of the time must have personal knowledge of the hours worked.

Departments are responsible for maintaining records of time off from work for exempt employees.

Related Links

- Current Version of This Policy: <http://policies.emory.edu/4.60>

Revision History

No previous versions of this policy were found.