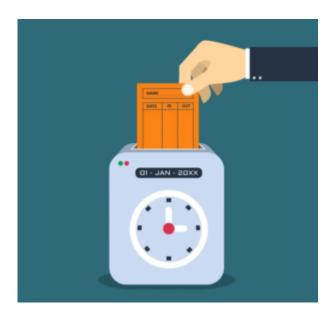
Timekeeping Policy



HRInsider policies are perfect for any organization needing to implement a new or update an existing policy. HRInsider policies can be downloaded in either PDF or Word format and edited to suit your organization. Although some policies are based on a specific jurisdiction, HRInsider uses the most stringent rules for the policy templates.

The purpose of this policy is to outline the timekeeping policies of [Company Name]. Accurately reporting time worked is the responsibility of every nonexempt employee. [Company Name] must keep an accurate record of time worked to calculate employee pay and benefits.