



Timekeeping Responsibilities

Employee Responsibilities

Non-Exempt Employees



- Record work time using the desktop or mobile application.
- Clock in at the beginning of each workday and clock out at the end of each workday.
- Report time off (sick, vacation, personal, etc.).
- Review each timesheet for accuracy and submit corrections as needed.

Exempt Employees



- Record time using the desktop or mobile application.
- Clock in each day (arrival only).
- Report time off (sick, vacation, personal, etc.).
- Review each timesheet for accuracy and submit corrections as needed.

Manager/Supervisor Responsibilities



- Ensure employees have appropriate permissions and access.
- Assist employees with account or system issues as needed.
- Create and maintain employee work schedules.
- Review employee timesheet for completeness and accuracy, ensuring all hours worked and leave taken are correctly recorded.
- Work with employees to resolve missed punches, corrections, and other time entry errors.
- Review and process requests promptly to ensure accurate time records.
- Approve employee timesheets by the established payroll deadline to ensure timely payroll processing.