

<p align="center">COUNTY OF CUMBERLAND BOARD OF CHOSEN FREEHOLDERS</p>	<p>Policy Number: 4.21</p>	<p>Pages: 1 of 4</p>
<p>Chapter: General Procedures</p>	<p>Effective date: November 24, 2010</p>	
<p>Subject: Swipe Card / Time Sheet Policy</p>		

1.0 Purpose

- 1.1 An important daily function for hourly (non-salaried) Cumberland County employees is to accurately account for time in and time out of work through use of a swipe card issued by the Personnel Department.
- 1.2 Salaried individuals use their swipe cards to document their daily arrival for duty. Salaried and/or managerial employees do not use swipe cards to document their departure from the work place.
- 1.3 Use of the daily swipe card establishes a system for bi-weekly review prior to payroll processing. It assures that appropriate duty and leave time is accurately applied to each employee's attendance and payment record.
- 1.4 Prior approval is required before an employee may work overtime or alter his/her routine work schedule.
- 1.5 Any employee found defacing, damaging or vandalizing a swipe card, or clocking in or out for another employee is subject to immediate disciplinary action.
- 1.6 Erroneous or fraudulent entries on a Time Adjustment Sheet (TAS) will be investigated. Intentional falsification of a TAS constitutes fraud and disciplinary action.
- 1.7 Any employee who fails to utilize his/her swipe card on two or more occasions during one pay period is subject to disciplinary action.
- 1.8 Any employee who fails to report a defective swipe card or time clock to his/her supervisor is subject to disciplinary action.

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.0 An Employee is responsible to:

- 2.1** Receive, read and comply with this policy.
- 2.2** Keep his/her swipe card in good condition and in his/her possession at all times during his/her work shift.
- 2.3** Assure that only she/he uses his/her own swipe card.
- 2.4** Assure that no one else may swipe his/her card.
- 2.5** Immediately report a lost, damaged, or defective swipe card to his/her supervisor and promptly arrange for a replacement card at the Personnel Department. A lost or misplaced time card shall cost the employee \$5 to replace. Defective, damaged or non-functioning swipe cards should be brought to the Personnel Department for free replacement.
- 2.6** Seek prior approval from his/her supervisor before leaving the work place to attend personal business. Upon permission, the employee shall clock out and then clock in upon returning to duty.
- 2.7** Complete, seek approval, and submit a leave slip prior to taking time off. In the case of illness, a leave slip is submitted immediately upon the employee's return.
- 2.8** Record his/her time on bi-weekly TAS and sign the sheet.
- 2.9** Realize that if he/she clocks in 7.5 minutes after his/her scheduled reporting time or 7.5 minutes before her/his scheduled departure time he/she shall not be paid for the entire quarter hour (15 minutes).
- 2.10** Realize that if he/she anticipates taking more than his/her allotted time for lunch period he/she is required to clock in and out.
- 2.11** Immediately report an inoperable time clock to his/her supervisor and arrange for a TAS adjustment prior to the last day of the pay period.
- 2.12** Initially certify and make corrections to the content of his/her bi-weekly TAS via signature.
- 2.13** Immediately review the information on his/her pay check or pay stub. Discrepancies should be brought to the Departmental Payroll Clerk.

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3.0 A Supervisor is responsible to:

- 3.1** Certify the accuracy of the hours recorded by the employee by maintaining knowledge of the employee's starting and ending times and absences which may occur during the pay period. An explanation of unique situations is required on the time sheet.
- 3.2** Submit adjustments and corrections to the Payroll Office for processing.
- 3.3** Ensure that no unauthorized changes or entries are made on the TAS before signing and dating it after the employee has initially signed.
- 3.4** Verify TAS entries prior to submission to the Payroll Office and ensure that alterations, mistakes, and/or omissions made by the employee are documented by the employee on the TAS, verified, and initialed.
- 3.5** Assure that salaried and/or managerial employees use their swipe cards upon their arrival for duty to formally document their presence at work.
- 3.6** Communicate with his/her department head concerning TAS signing authority in his/her absence.
- 3.7** Assure follow-up with the Personnel Department that the employee has requested a replacement card if the original card is lost or stolen.
- 3.8** Immediately meet and confer with an employee who fails to utilize his/her swipe card two times during a pay period.

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4.0 The Payroll Office is responsible to:

4.1 Monitor compliance with this policy and contractual guidelines by reviewing TAS and corresponding with supervisors as necessary.

4.2 Process adjustments submitted after the deadline for the following pay period.