



JOHNSON MOTOR SALES

St Croix Falls • New Richmond • Menomonie

Memo

To: All Staff
From: Mick & Greg
Date: 12/30/2015
Re: New policy concerning time clock punches

It has become apparent that it is necessary to establish a policy with respect to time punches. Each employee is responsible for ensuring their time card is complete and accurate. This information can be found through the time clock in ADP.

When you punch In/Out, you have the ability to “view” your timecard by choosing ‘T’ for timecard (see attachment for example). If there are errors or adjustments that need to be made, you should take them to your immediate manager for correction.

- If you are normally scheduled to work 5 days a week and only work 4 ... you will be charged 1 day PTO unless an Excused slip documenting the exception is received.
- If you turn in a PTO slip for a specific day, but end up working instead ... you will be charged and paid as per the PTO slip that was turned in unless you revoke the original PTO slip in writing.
- If you punch “In” but forgot to punch “Out” ... you will be charged 1 day PTO
- If you forgot to punch “In” but punched “Out” ... you will be charged 1 day PTO
- If you work less than 4 hours in a day ... you will be charged a ½ day PTO
- Any hourly employee that is missing punches may not get paid.

You will have until **10:00 am** on day 1 of payroll to make any necessary changes to your timecard. PTO charged, as referenced above will **not** be reversed, even with a Manager’s request. You may review your time card at **ANY TIME** throughout the month to ensure its accuracy. Doing so will ensure that no changes need to be made on day 1 of payroll.

I have read and acknowledge this memo:

Signature

Print Name

Date