I. Policy: In order to stay in compliance with State and Federal timekeeping requirements, St. Joseph Academy will use the web-based system Paylocity to manage timekeeping and payroll functions.

II. Procedures:

A. All non-exempt employees are required to use Paylocity to record their hours worked. Employees will clock-in and clock-out using own Username and Password.

B. All exempt employees are automatically paid for 80 hours of work, unless other benefited time is applied during the pay period.

C. Paid Time Off (PTO) is requested through Paylocity and approved by the supervisor.

D. Other benefited time off, such as Bereavement Leave, is approved and entered by the supervisor.

E. Employee’s found using another employee’s Username and Password, clocking other employee(s) in/out, or any other misuse of the timekeeping system will be subject to discipline, up to and including termination of employment.

F. If you clock in after your scheduled start time or from an unpaid break, you are considered Late.

G. Employees are to clock in/out for lunch periods and whenever leaving the premises for non-work related business. An employee who leaves the premises during paid working hours without the permission of his/her supervisor may be subject to disciplinary action, up to and including termination.

H. In the case of a missed punch or other mistake in timekeeping, employee must complete a Failure to Punch slip and submit to their supervisor.

I. Overtime is paid at a rate of time and one-half for all hours worked over 40 hours per week for all non-exempt employees. All overtime must be approved prior to it being worked by your supervisor.

J. Timecards are automatically submitted to the supervisor at the end of the pay period. Supervisor will correct and approve timecards.
K. Falsification of time records, including time worked, is strictly prohibited. Anyone found falsifying time records will face discipline, up to and including termination.

L. The payroll cycle is bi-weekly. Employees are paid every other Friday. Employees are paid for the previous 2 weeks worked followed by 1 week of payroll processing. If the payday falls on a holiday, checks will be deposited on the business day before the holiday.

Approved by: [Signature]  
Director of Human Resources  
Date 2/10/21

Approved by: [Signature]  
President/CEO  
Date 2/9/2021