

ST. JOSEPH ACADEMY  
(SJA)

Department:	Human Resources
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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:   
Director of Human Resources

Date 2/10/21

Approved by:   
President/CEO

Date 2/9/2021