

November 20, 1958

MEMORANDUM TO: Department Personnel

SUBJECT: Timekeeping

The new timekeeping procedure initiated on September 12, 1958 is proving to be an effective tool in controlling costs. However, in practice there have been several inconsistencies associated with the timecards and labor sheets that have burdened the task of timekeeping. I would like to state some established policies in regard to timekeeping to hopefully guide you in accounting your time.

1. All personnel

- a. Your signature on the timecard is not required unless there is "written in" time, any absence, or an irregular work schedule.
- b. If you forget to ring in, "write in" the time.
- c. If you plan on being absent at the end of a work week, sign your card on your last work day.
- d. Please fill out your labor sheets the first thing Friday morning.
- e. Apply overtime hours to a particular job number should there be more than one job charged.

2. All managers

- a. Your signature of approval is required when conditions described in (a.) occur.
- b. Please make an effort to have all of your labor sheets audited by 8:30 A.M.

3. Non-exempt personnel

- a. Do not ring in before 7:51 A.M. or ring out later than 5:03 P.M. unless you are working overtime.

4. Exempt personnel

- a. Exempt personnel with authorized overtime must ring in and out at luncheon time if you work overtime. Authorized overtime for exempt personnel is paid in excess of 40 hours.
- b. Do not account for more than 40 hours plus scheduled overtime on your labor sheets.
- c. Travel time is not considered overtime.