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Timekeeping and Payroll Policy

Cutting Edge Renovation & Painting is committed to paying employees accurately and on time. Employees are responsible for recording all time worked honestly, accurately, and in accordance with Company procedures.

Accurate timekeeping is required for payroll, job costing, scheduling, performance tracking, and compliance with wage and hour laws.

Recording Time Worked

Nonexempt employees, including hourly employees, must accurately record all hours worked using the Company's designated timekeeping system.

Employees are responsible for recording:

- Actual start time
- Actual end time
- Job or work location, if required
- Time spent on assigned work
- Any required job or time notes
- Corrections or missed punches when needed

Employees must record time honestly and may not falsify, alter, hide, or misrepresent time worked.

Clocking In and Out

Employees must clock in before beginning work and clock out when they stop working.

Employees may not begin work before clocking in or continue working after clocking out.

Employees should clock in only when they are ready to begin work and should clock out when they are finished working for the day or leaving the jobsite, unless otherwise directed by management.

Off-the-Clock Work Prohibited

Employees may not work off the clock under any circumstances.

Off-the-clock work includes, but is not limited to:

- Performing job duties before clocking in

- Continuing to work after clocking out
- Loading or unloading materials off the clock
- Answering required work calls or messages off the clock when directed to work
- Completing job notes, photos, or required documentation off the clock
- Driving or performing work-related tasks off the clock when the time is considered compensable

No supervisor, lead, manager, or employee may ask or allow an employee to work off the clock.

Employees must report any request or instruction to work off the clock to HR or management immediately.

Meal Periods

Meal periods of **30 minutes** are automatically deducted for employees working more than **6 hours**, unless otherwise directed by the Company or required by law.

Employees are expected to take their meal period as scheduled or directed.

If an employee does not receive a full uninterrupted meal period, or if the meal deduction is incorrect, the employee must notify HR or management as soon as possible so the time record can be reviewed and corrected if needed.

Missed Punches and Corrections

Employees are responsible for reviewing their time records and reporting missed punches or errors promptly.

If an employee forgets to clock in, forgets to clock out, records time incorrectly, or notices a payroll issue, the employee must **notify HR** as soon as possible.

If an in or out punch is forgotten or needs to be adjusted, employees should notify HR with a note in Workforce or through a message to HR.

Repeated missed punches or failure to follow timekeeping procedures may result in corrective action.

Payroll Schedule

Payroll is processed every other Monday.

Employees are encouraged to review their hours the Friday before payday and bring any questions or concerns to HR right away.

Employees are paid on a **bi-weekly basis on Thursday** by direct deposit.

Overtime

From time to time, overtime may be necessary based on business needs.

All overtime must be approved in advance by a supervisor or management. However, whether approved or not, nonexempt employees must accurately report all hours actually worked.

Cutting Edge Renovation & Painting will pay overtime in accordance with applicable law.



Working unauthorized overtime, failing to follow scheduling instructions, or working outside scheduled hours without approval may result in corrective action.

Travel Time and Jobsite Time

Employees must accurately record work-related travel time when it is considered paid time under Company policy or applicable law.

For approved out-of-town assignments, paid travel time will be handled in accordance with **Policy HR115: Out-of-Town Travel Policy**.

Employees must record jobsite time accurately and may not inflate, reduce, transfer, or misrepresent time spent on any job.

GPS, Job Tracking, and Company Systems

Employees may be required to use Company-approved systems for timekeeping, job tracking, scheduling, GPS, or job documentation.

Employees must keep required systems active and accurate while clocked in, unless otherwise directed by management.

Turning off required tracking, failing to use required systems, or intentionally misrepresenting location, job time, or work activity may result in corrective action.

Falsification of Time Records

Falsifying time records is strictly prohibited.

Examples include:

- Clocking in or out for another employee
- Asking another employee to clock in or out for you
- Recording time not actually worked
- Failing to report all time worked
- Altering time records without authorization
- Misrepresenting jobsite arrival or departure time
- Misrepresenting meal periods or breaks
- Intentionally failing to report missed punches or errors

Falsification of time records may result in corrective action, up to and including termination of employment.

Employee Review of Time Records

Employees are expected to review their time records regularly and promptly report any concerns.

Employees should not wait until after payroll is processed to report known issues.

If an employee believes their paycheck is incorrect, they should notify HR immediately so the matter can be reviewed and corrected if needed.



Supervisor and Lead Responsibilities

Supervisors, leads, and managers are expected to help ensure timekeeping procedures are followed.

They may not:

- Instruct employees to work off the clock
- Alter time records improperly
- Discourage employees from reporting all hours worked
- Ignore known timekeeping errors
- Retaliate against employees for raising payroll or timekeeping concerns

Any timekeeping issue should be reported to HR for review.

Protected Rights

Nothing in this policy is intended to interfere with employee rights under applicable wage and hour laws.

Employees will not be retaliated against for reporting timekeeping errors, payroll concerns, unpaid work, or suspected wage and hour violations in good faith.

Violations

Violation of this policy may result in corrective action, up to and including termination of employment.

Examples of violations include:

- Repeated missed punches
- Failing to report time accurately
- Working before clocking in or after clocking out
- Working unauthorized overtime
- Failing to report payroll or timekeeping errors
- Falsifying time records
- Clocking in or out for another employee
- Turning off required tracking while clocked in
- Refusing to follow Company timekeeping procedures

Questions

Questions about timekeeping, payroll, missed punches, meal deductions, overtime, or paycheck concerns should be directed to HR or management.

