



# Recording of Time Worked Policy

To: City of Cheyenne Employees  
From: Darrin Hass, Director of Human Resources  
Robin Lockman, City Treasurer  
Date: September 12, 2019  
Re: Recording of Time Worked Policy

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## Policy

The City of Cheyenne's standard work week begins at 12:00 a.m. (midnight) Sunday and ends at 11:59 p.m. Saturday. The work week may vary based on director discretion. All **non-exempt** City of Cheyenne employees will be responsible for their own time and recording of such time using Paycom through either a computer- or other device.

1. Non-Exempt (hourly) employees shall clock-in and clock-out for each shift worked. All non-exempt will also clock-out and clock-in for their meal period.
  - a. The time clock system rounds the clock in and clock out times as follows:
    - i. 1-7 minutes past each quarter hour will round down to the nearest quarter hour.
    - ii. 8-14 minutes past each quarter hour will round up to the nearest quarter hour.
  - b. Managers may designate a department specific time clock (or computer station), nearest to the workstation, for his/her employees' use. If the manager designates a preferred time clock, the employees must use this clock to clock in and out.
  - c. After clocking in, employees are required to promptly proceed to their workstations.
2. Clocking-in or clocking-out for another employee or falsifying worked time information, are a violation of the City of Cheyenne's Employee Handbook and may be subject to disciplinary action up to and including termination.
3. Employees shall correct any time recording errors by completing a time

adjustment as soon as the error is discovered.

4. Employees who are not at the workstation by the beginning of their shift may be considered tardy. Being tardy is a violation of the City of Cheyenne's Employee Handbook and may be subject to disciplinary action up to and including termination.
5. A non-exempt employee:
  - a. may be required to work overtime (over 40 hours in a work week) due to workload or unexpected circumstances.
  - b. must receive prior managerial approval before working over 40 hours in a work week, and
  - c. shall be paid overtime or receive compensatory time in accordance with the Fair Labor Standards Act and the City of Cheyenne's Employee Handbook.
6. The Department Manager or Department designee controls the employees' time input. Thus, it is the Department Leader or Director's responsibility to ensure that all non-exempt employees' time is edited and approved at the end of each pay period. "Refer to payroll schedule."
  - a. All non-exempt employees who have no hours during a given pay period are required to have an approved payroll via city's time recording system.

*"Exempt employees are not covered under this policy. However, Department Directors do have discretion in requiring exempt employees to clock in and out to record hours worked"*