Timekeeping Policy

Revision Date: *07/2026*

Policy Owner: *People Team - Payroll*

Purpose

- This policy establishes clear expectations and responsibilities for accurate and timely timekeeping. Accurate timecard management ensures compliance with wage and hour laws, supports proper payroll processing, and reinforces accountability for both employees and managers.

Scope

- All non-exempt Chuze employees and all managers responsible for reviewing, approving, or overseeing timekeeping processes across all locations.

Policy

1. Employee Timekeeping Requirements

Employees are responsible for accurately maintaining and approving their own timecards each pay period.

- Employees are responsible for maintaining their own timecards and ensuring all punches are entered accurately and timely.
- Employees must clock in and out for every shift using live punching.
- Kiosk stations and Chuze-provided tools are available for accessing employee profiles and managing timekeeping responsibilities; Employees may also use their personal mobile devices to clock in and out.
- Employees are strictly prohibited from performing any work off the clock. All time worked must be recorded, regardless of whether it was authorized in advance.
- The Company will ensure that employees are paid for all hours worked. Employees must report any instance in which they believe recorded time does not reflect all hours worked.
- Where required by state law, employees must accurately record meal periods and certify that required rest and meal breaks were taken or missed.
- Employees must obtain advance approval for overtime; however, all overtime worked must be recorded and will be paid in accordance with applicable law.
- Employees will not face retaliation for reporting timekeeping errors, missed punches, concerns about pay accuracy, or suspected timekeeping violations.
- Manual edits to timecards are permitted only when live punching or the kiosk is unavailable.
- At the end of the employee's final shift each day they must review their timecard and complete the attestation confirming accuracy.
- During end-of-shift attestations, employees must immediately correct any missing or incorrect punches and must not approve a shift they know to be inaccurate.
- Employees are highly encouraged to approve their own timecards once all punches have been verified.
- Failure to maintain accurate punches, rely on live clock-ins, or review and approve timecards may result in corrective action, with repeated issues documented with HR and potentially subject to disciplinary action based on payroll reporting (PPR).

2. Manager Timekeeping Responsibilities

Managers are responsible for supporting timecard accuracy while ensuring employees remain accountable for maintaining their own time.

- Employees are responsible for their own timecards; managers should not be the default solution for fixing or maintaining employee's time.
- Managers may only edit or add punches when absolutely necessary and only after confirming the changes directly with the employee.
- Managers may not edit or remove time worked in a way that reduces compensable hours or alters overtime without a legitimate and documented reason.
- All manager edits must include a written note in the timekeeping system explaining the reason for the change and confirming employee verification.
- Managers must review and follow up on timecard exceptions multiple times each pay period to allow employees the opportunity to correct their own errors.
- Any recurring pattern of managers consistently editing employee timecards will be treated as a performance issue, documented with HR and addressed through coaching or disciplinary action.
- Managers must uphold accountability by treating edits as corrective actions, reinforcing that accurate timekeeping is the employee's responsibility.

3. Timekeeping Integrity

- **Manager Responsibilities**
  Managers and supervisors are strictly prohibited from altering, falsifying, or manipulating employee timecards to indicate that a meal or rest period was taken when it was not. Managers must ensure that all employee time records are accurate, complete, and reflective of actual hours worked. Managers are also responsible for ensuring that employees are provided all legally mandated meal and rest periods, and for taking appropriate corrective action if violations occur. Any knowledge of errors, misrepresentations, or noncompliance must be addressed immediately and reported to Human Resources if necessary.

- **Employee Responsibilities**
  Employees are responsible for accurately recording their own work hours, meal periods, and rest breaks in the Company's timekeeping system. Employees are also required to take all legally mandated meal and rest periods. Intentionally misrepresenting hours worked, meal periods, or rest periods is a violation of Company policy and may also constitute a violation of state or federal labor laws, which can carry civil penalties.

- **Compliance with Law**
  The Company is committed to full compliance with the Fair Labor Standards Act (FLSA) and all other applicable state and federal wage and hour laws. Accurate timekeeping and proper observance of meal and rest periods are not only internal policy requirements but legal obligations. Employees and managers must ensure that all work hours are properly recorded, overtime is correctly calculated, and meal/rest period regulations are strictly followed. Failure to comply with these legal requirements could expose the Company and individuals to fines, penalties, or legal claims.

- **Reporting Concerns**
  Employees who become aware of any discrepancies, unauthorized changes, or potential violations of timekeeping or break policies must report these immediately to Human Resources. The Company strictly prohibits retaliation against any individual who reports concerns in good faith, in accordance with whistleblower protections under federal and state law.

- **Importance of Compliance**
  Maintaining accurate time records and taking required breaks protects employees' rights, ensures fair pay, and safeguards the Company from potential legal exposure. Everyone's commitment to integrity in timekeeping promotes a safe, compliant, and fair workplace, and helps uphold the Company's culture of trust, respect, and accountability.

Please note, this policy is not an employment contract and does not create contractual rights. Chuze may modify this policy at any time.

Forms & References

- Chuze Timekeeping System