

Greenville Technical College Administrative Policies

Policy Name:	Time and Attendance		Approved by President
Policy Number:	8-2-G512	Date Established:	<i>Kiah Miller</i>
Date Revised:		Date Removed:	

Rationale and Purpose

Greenville Technical College (GTC) must keep accurate records of employees' working hours to:

- a. Meet requirements under federal and state law;
- b. Ensure paychecks are written for the correct amounts;
- c. Adjust employee's accrued leave balances and other benefits dependent on employees' earnings or hours worked; and
- d. Allocate costs to appropriate GTC accounts.

Policy Statement

All employees must keep accurate records of their working hours and report those hours in accordance with this policy.

Scope

GTC is required to maintain accurate records of employee time worked.

Time worked is all the time actually spent performing assigned duties. Greenville Technical College's minimum, normal, full-time workweek is defined at forty (40) hours per week. Standard work hours are 7:45 am to 5:00 pm Monday through Thursday and 8:00 am to 1:00 pm on Friday. There are a variety of other work schedules that are necessary for different work groups based on business needs. These are reflected within the college's automated time and attendance system.

Roles/Responsibilities

Payroll Department

The Payroll Department is responsible for the payroll processing cycle, including the dates when employee time approvals are due.

Supervisors

Supervisors are responsible for familiarizing themselves with the policy and implementing the associated procedures.

Employees

All non-exempt employees are required to accurately clock themselves in and out, using the college's automated time and attendance system.

Non-Compliance

Failure to comply with/follow this policy may result in disciplinary action up to and including dismissal.

If Applicable:	
Procedures	College's Automated Time and Attendance Procedures
Forms	
Related Documents	
Associated SBTCE Policies & Procedures	
Other Related Links (referenced above)	