

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number 303

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TIME KEEPING - NON-EXEMPT STAFF

Revised 4/1/98

Non-Exempt Hourly Employees

Non-exempt employees complete weekly time cards indicating the time in and out or absence. Time cards for non-exempt employees must show the exact hours worked. Regularly scheduled hours are recorded on the basic time card, and the supervisor must sign the time card.

Temporary Employees

Temporary employees also follow the procedures below; however, temporary employees use a different time card form. Temporary employees record the exact hours worked and the supervisor must sign the time card.

Procedure

The basic time cards are to be completed, signed by the employee and approved by the supervisor and then forwarded to the Payroll Office on Friday afternoon of each work week.

If a holiday falls on a Friday, cards are to be forwarded to the Payroll Office the preceding work day.

If a card cannot be delivered on a Friday, it may be delivered not later than noon the following work day.

It is the responsibility of the supervisor to complete the time card of an employee who is absent on a Friday and arrange to have it forwarded to the Payroll Office on that day or not later than noon the following work day.

Employees in Washington and Connecticut offices are to mail their time cards to the Payroll Office on Friday of each work week.