405A: Payroll Time Clock

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Section: Accounting
Subject: Payroll Time Clock
Approved by: Tony Massey
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Policy

Massey Services uses an electronic time tracking system to capture and record team member time. This allows team members to accurately monitor and keep track of their time and enables Massey to efficiently process team member time worked and leave taken for payroll purposes. The following procedures and guidelines have been created to ensure accurate recordkeeping and compliance.

Official Time Record

Workday is the official timekeeping software for all hourly team members. To ensure consistency of hours, the data recorded in Workday shall be considered as the “official” record of work time each workday. Any disputes over actual hours will be resolved by referring to the Workday Time Clock records.

The current CRM (Service Pro) is the official timekeeping software for all production team members. To ensure consistency of hours, the data recorded in Service Pro shall be considered as the “official” record of work time each workday. Any disputes over actual hours will be resolved by referring to the Service Pro Time Clock records.

Daily Sign In/Sign Out Requirements

It is a job requirement that all non-salaried team members must sign in and sign out at the start of their shift, during lunch breaks, and at the end of their shift.

All team members leaving for personal reasons during the day must sign out when leaving and sign in when returning.

Team members are expected to sign in and sign out at their regularly scheduled time, but in all cases, should record their actual and exact hours of work on the official time clock system.

Under certain circumstances (such as training at an off-site location) when a team member cannot sign in at their worksite, the team member should report time worked to their manager. The manager will adjust the time or send the information to the Payroll department to make the adjustment.

If a team member is unable to sign in or sign out due to a software malfunction, accidental oversight, or other reason, it is the team member's responsibility to immediately inform their manager. In this situation the manager will correct the sign in/sign out or request the Payroll department to make the adjustment.

Lunches

All non-exempt team members are entitled to and expected to take a lunch break each day. The lunch break should be one hour in length, be uninterrupted, and should be taken away from the work area.

The lunch break is considered unpaid time and team members must sign out and back in from lunch.

Falsification and Tampering

The following infractions are prohibited and will be considered severe:

- Any attempt to tamper with timekeeping software
- Sharing login credentials with anyone else
- Signing in or out for another team member
- Falsifying or inaccurately recording hours of work

The Fair Labor Standards Act (FLSA) does not permit an employer to benefit from the work of a team member without compensating them for such work. Therefore, all hours worked must be reported

using the electronic timekeeping system. Any time spent working while not signed in (working off the clock) is strictly prohibited. Team Members are required to sign in before performing any work and are not permitted to sign out until all work has stopped. No manager or supervisor of the company is authorized to request or require that a Team Member work “off the clock.” Should such a situation arise, please contact the Human Resources Department immediately.

Examples of “working off the clock” may include:

- Forgetting to sign in or sign out
- Voluntarily continuing to work at the end of regular working hours
- Taking work home to complete on the weekend or in the evening
- Checking/Reading/Reviewing work-related emails or listening to work-related voicemail messages while away from the office or workplace
- Answering phones, emails, or attending to customers while signed out for a lunch break

Once a team member has signed in, he/she is responsible for starting work. When a shift has been completed, it is the team member’s responsibility to sign out.

Any falsification or misrepresentation of time and attendance information may result in disciplinary action, up to and including termination.

Procedures

Signing In and Out using the Workday Time Clock:

1. Click on Time.
2. Sign in to Workday using SSO.
3. Click on Menu.
4. Click Check In or Check Out from the Time Clock Menu.
    - Check Out has two options: checking out for a meal or checking out in general.

Reviewing and Submitting time using the Workday Time Clock:

1. Sign in to Workday using SSO.
2. Click on Menu.

3. Click on Time.
4. Click Check In or Check Out from the Time Clock Menu.
    1. Check Out has two options: checking out for a meal or checking out in general.

Approving Time Clock hours in Workday:

1. Open the Time Entry task.
2. Review the entry.
3. Click Approve.
    - If the time entry is not correct, click Send Back.

Requesting Time Off in Workday

1. Click Request Absence.
2. Review your eligible time off balances on the left-hand side of the screen.
3. You will only see the types of time of which are available to you.
4. Select your date(s).
    - You can also view your team’s time off to see where there may be too much overlap.
5. Click Request Absence.
6. Select the Absence Type and click Next.
7. Click Submit to send the request.
    - You will get a notification once your manager reviews and approves, denies, or sends the request back to you.
    - If your request is denied or sent back, reach out to your manager for more detail.

Approving Time Off in Workday

1. Navigate to My Tasks.
2. Select the Absence Request item.
    - Select the View Balances button to view an employee’s time off balances (this is an optional step).

3. Select the Approve, Send Back, Add Approvers or More button. From the More menu, you can select Deny or Cancel.

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