

## Checklist: Timekeeping Practices

Both federal and state laws govern timekeeping practices. This checklist has been prepared to assist employers in reviewing their timekeeping practices for nonexempt employees. It is not intended to be a comprehensive list but merely provides highlights of issues employers should consider in developing their practices.

- Implement a method of timekeeping such as a timeclock, paper timecard or electronic system.
- Define the workweek (any seven consecutive 24-hour periods).
- Establish procedures in accordance with the payroll schedule for submitting timekeeping records for approval and processing.
- Establish a policy requiring employees to record all hours worked, including:
  - Start and end times each day.
  - Rest and meal periods as required by state laws.
  - On-call hours worked.
  - Leave time (e.g., holiday, personal, vacation).
  - Travel time that occurs during their work day.
  - Travel time when traveling away from home or overnight.
  - Attendance at training programs and meetings.
- Define the process for making corrections to time records including any approval required.
- Maintain time records in compliance with federal and state laws.
- Store time records securely and protected from damage (e.g., floods, fire).
- Limit access to time records to those with a legitimate business purpose.