

# [Your Company] Time Tracking Policy

## 1. Scope and Purpose

**Objective:** This policy describes the procedures of documenting and working hours in [Company Name].

**Applicability:** This policy affects all employees regardless of their status, whether permanent, casual, or contract employees.

## 2. Time Recording Procedures

**Recording Method:** Employees must log their time on [specific time tracking tool/system].

**Logging Details:** Hours worked should be recorded [daily/weekly] with proper documentation of the beginning, time for a lunch break, time of ending work, and any extra hours worked.

**Frequency:** Time entries should be updated [daily/weekly] at [specific time, e.g., end of the day].

## 3. Accuracy and Integrity

**Expectations:** Employees are expected to log in their hours honestly and to the best of their abilities.

**Corrections:** Employees are required to make corrections on any mistakes made in the time entries and report to their employer.

## 4. Approval and Verification

**Approval Process:** All time entries should be checked and signed by the employee's immediate superior.

**Verification:** Managers will check time sheets [weekly/monthly] and resolve all the issues arising therefrom within [specific timeframe].

## 5. Compliance and Legal Requirements

**Legal Adherence:** This policy helps to maintain legal compliance and organizational standards in labour relations.

**Regulations:** [Company Name] will ensure that all the legal requirements are followed in the determination of working hours and wages.

## **6. Consequences of Non-Compliance**

**Disciplinary Actions:** Failure to do so may lead to penalties such as [consequences, for instance, warnings, penalties].

**Adjustments:** Overtime may be recorded inaccurately, and timecards and payrolls may be adjusted as necessary.

## **7. Training and Support**

**Training:** At [Company Name], training on using the time tracking tools and this policy will be conducted.

**Support:** In case of any problems with time tracking, the employees can consult with [designated person/department].

## **8. Policy Review and Updates**

**Review Cycle:** This policy will be under annual review or as may be deemed necessary to determine its efficiency.

**Updates:** This will be done by providing regular updates to all the employees and making changes where necessary.

**Approved By:** [Name] [Title] [Date]

**Effective Date:** [Date]