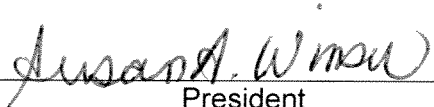
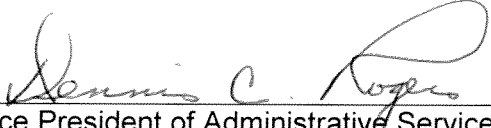


**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	TIME AND ATTENDANCE STANDARDS	Procedure Number:	3-3-126.1
Institutional Authority:	Vice President of Administrative Services		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	3-3-126.1		

Approved:  
President Vice President of Administrative Services

Date Adopted: 02/11/2008
Date Revised:

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

Purpose

To provide a procedure for the reporting of time for all hourly employees who are required to record their time via the time clocks on campus.

Clocking In and Out

In accordance with the Fair Labor and Standards Act and administered by the Human Resources Office, Aiken Technical College has established a five (5) minute grace period for rounding clock-ins and clock-outs. This grace period begins five minutes before the shift start time. An employee is not allowed to clock in earlier than five (5) minutes before the start of their shift. Likewise, there is a five minute grace period to clock out after a shift ends. An employee should clock out no later than five (5) minutes after the end of their shift. An employee must be paid for extra time worked in six minute increments.

If an employee clocks in earlier than five (5) minutes before the start of their shift, then the employee must be compensated for this time. Likewise, if an employee clocks out later than five (5) minutes, then the employee must be compensated for this time.

If an employee fails to clock in and/or out which results in a shortage on the employee's pay check, the monetary adjustment will be included on the employee's check on the next applicable payroll cycle. The departmental manager, supervisor, or timekeeper must send a written explanation to the Payroll Office indicating the date(s) and hours missing along with a copy of the employee's weekly time and attendance print out. The Payroll Office will not issue a separate check to an employee whose check is short due to their failure to clock in or out.

It is the expectation of Aiken Technical College that our employees arrive at the work site on time. The Payroll Office will document and deduct for tardiness.

Up to two (2) minutes tardy, will not result in a reduction in the employee's time. Three (3) to eight (8) minutes tardy will result in a .1 reduction in the employee's time. Nine (9) to fourteen (14) minutes tardy will result in a .2 reduction. Fifteen (15) to twenty (20) minutes tardy will result in a .3 reduction and so forth.

Example: If the shift starts at 8 a.m., clock-in of 8:02 would be considered tardy without a time deduction. A clock-in of 8:03 would result in a tardy with a .10 time deduction.

Failure to follow time and attendance procedures will result in disciplinary procedures for hourly employees.

Meal Breaks

A thirty minute (30) meal break is automatically deducted from the employee's day. During the 30 minute meal break, employees must be relieved of ALL work related duties. A department manager may require employees to clock out for lunch. Lunch will be credited for actual time off of the job or for the 30 minute standard lunch (whichever is greater).

If an employee works through their meal break, the employee must be compensated for this time. This must be documented on the employee's timecard and signed off by the department manager.

Timekeeping Records (Retention)

The Payroll Office must retain all payroll records for a period of six (6) years. These records must be made available for prompt review by the appropriate ATC authorities when requested.

Submission Deadlines

Departments should complete their timekeeping records and submit them to the Payroll Office according to the schedule provided on the ARC webpage.

Procedure Review		
Review Date	Reviewed By	Date Completed
02/11/2011		