BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION

SUBMITTED BY: John Yurgens	**DATE SUBMITTED:** 05/11/11	**SECTION:** Information Management	
BOARD APPROVED ON: 05/11/11	**DATE REVISED:** 11/18/15, 07/15/26	**SUBJECT:** Electronic Time Keeping	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 05/17/17, 09/19/18, 09/09/2020, 9/7/2022, 07/15/26		**POLICY #:** EE-001	**PAGE #:** 1 of 2

I. APPLICATION

The provisions stated herein shall apply to employees of Blue Water Developmental Housing Inc. (BWDH).

II. POLICY

It shall be the policy of the organization that employees are responsible for recording their hours worked on the electronic time keeping system.

III. NOTIFICATION/PROCEDURE

WHO	DOES WHAT
Employee	1. Clock in on Electronic Time Keeping system at the beginning and clock out at the end of all shifts worked. The employee electronically submits time-off request to supervisor.
Supervisor	2. Verifies times entered into the Electronic Time Keeping System, on a weekly basis.
Supervisor	3. At the end of the pay period the supervisor verifies and approves times entered by the employee.

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III. NOTIFICATION/PROCEDURE (continued)

In case of discrepancies

WHO	**DOES WHAT**
Supervisor	4. While completing regular checks of the time entered by employees if the supervisor discovers a discrepancy the supervisor will make phone contact with the employee informing them of the need to correct their time record. 5. If the discrepancy is discovered on the last day of the pay period, the supervisor will make contact with the employee for a verbal approval to make the changes.