LOYOLA
LAW SCHOOL | LOS ANGELES

LOYOLA LAW SCHOOL
HUMAN RESOURCES POLICIES AND PROCEDURES

DIVISION: **Law School/Human Resources**		
SUBJECT: **Time Records**		Page 1 of 1
Policy Number:	Supersedes: **TIME RECORDS**	
Effective Date: **09/09/09**	Previously Issued: **11/1/01**	

1. STATEMENT OF POLICY:

The Law School requires staff members to follow established time-keeping procedures in order to ensure compliance with federal and state laws governing the maintenance of time and pay records.

2. POLICIES/PROCEDURES:

All Law School staff members are required to maintain a time record. Exempt and non-exempt staff members' time records are recorded in the time-keeping system designated by the Law School. Non-exempt staff members must record all actual hours worked, including the time in and out for the work day and meal period(s). Exempt staff members record only whole days spent out of the office on regular workdays (*i.e.*, vacation, sick, *etc.*)

Immediate supervisors or their designees are responsible for making sure that time records are prepared accurately and submitted to the Payroll Office according to the schedule provided on the Payroll Deadlines Calendars. Prior to approving a time record, the immediate supervisor or designee should be sure that the information contained on the time record is correct and, for non-exempt staff members, that all overtime worked has been recorded.

A staff member who deliberately falsifies his/her own time record or makes entries on the time record of another staff member is subject to disciplinary action up to, and including, dismissal from the Law School.