

**GRAND FORKS COUNTY  
POLICY MANUAL**

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**POLICY NO. 103-05**

**Eff. 2/21/12**

**TIMEKEEPING**

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**Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require Grand Forks County to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all time actually spent on the job performing assigned duties.**

**Overtime work must be approved before it is performed.**

**Tampering, altering, or falsifying time records or recording time on another employee's time record may result in disciplinary action, including discharge.**

**It is the Department Manager's responsibility to monitor employee compliance with timekeeping procedures. It is the employee's sole responsibility, however, for any inaccuracy in their own timekeeping. It is the employee's responsibility to sign their time record to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.**