

CHAPTER 2 – COMPENSATION PRACTICES

2.1 TIMEKEEPING AND PAY PRACTICES

The Fair Labor Standards Act requires employers to keep records of hours worked. The time sheet is to be filled out daily (i. e. time clock) and turned in to the Office Manager on the 15th and the last day of every month. These are the designated paydays. Time sheets not received when due cause delay in the processing of the payroll.

NOTE: Paychecks should always be checked by the employee for accuracy. The Office Manager should be notified if there are any discrepancies.

It is important that the individual's personnel records be accurate at all times. Each employee is responsible for notifying the Office Manager regarding any change which affects payroll status. This may include changes in address, marital status, number of dependants, telephone number, and other related personal information.