



TEAM MEMBER GUIDE

204 TIMEKEEPING

Time worked is the time actually spent on the job performing assigned duties.

Accurately reporting time worked is the responsibility of every Team Member and is to be reviewed and approved by the Manager. The Company does not pay for meal breaks or time spent on personal matters.

Altering, falsifying, tampering with time records, or recording time on another Team Member's time record will result in disciplinary action up to and including termination of employment for cause.

For locations not using a punch clock system, a weekly manual timesheet and/or punch card is required to be completed showing daily hours of work and totals for each day and week, also showing banked time and signatures of both the Team Member and the Manager. For your convenience, a template of the Weekly Manual Timesheet is available on the PORTAL under: *HR & Payroll / Forms / Payroll*.

Completed Manual Timesheets must be submitted to the Payroll Department on a weekly basis. The Manual Timesheets can be submitted to the Payroll Department:

By Email: payroll@bensonorg.com
By Internal Pouch
By Fax: (613) 933-6165