

<b>Title:</b>	<b>GMR Timekeeping/Payroll Policy and Procedure</b>				
<b>Department:</b>	<b>Accounting</b>	<b>Effective Date:</b>	<b>Oct. 2013</b>	<b>Revision Date:</b>	<b>Oct. 29, 2018</b>
<b>Approved By:</b>	<i>D. E. L.</i>			<b>Date Approved:</b>	<i>12/12/18</i>

## 1. PURPOSE

In compliance with the Fair Labor Standards Act, federal law requires the employer to keep an accurate record of time worked as part of the payroll process. To accurately record time worked, Gulf Marine Repair (the Company) has established this Timekeeping/Payroll Policy requiring employees to record hours worked via a time clock system.

## 2. SCOPE

The Timekeeping/Payroll Policy applies to the Company's one week pay period commencing at the beginning of the employee's shift on Monday and concluding through the end of the employee's shift on Sunday.

## 3. RESPONSIBILITIES

### A. Supervisors

Supervisors shall not allow employees to start work prior to their scheduled start time unless overtime has been pre-approved. Supervisors shall not allow employees to continue working after they have clocked out for the day. Time recorded is legal documentation and must be accurate.

On a daily basis, the timesheet must be complete to accurately record the time worked for each employee and each job assigned. The timesheets for the previous day must be submitted to the Yard Superintendent by 8 am.

### B. Timekeeper

The Timekeeper will update the payroll system with the hours on the time sheets provided by the supervisor.

The Timekeeper will compare the time sheets with the actual time clock punches.

The Timekeeper will discuss any discrepancies with the supervisor to determine the actual hours worked.

## 4. POLICY

### C. GMR Employees:

- i. Each employee is assigned a schedule which reflects their start time, end time and duration of the lunch break. Employees may clock in up to seven (7) minutes

prior to their start time but should not start work until their start time unless overtime has been pre-approved.

- ii. Employees are to clock out not more than 7 minutes after the end of their shift unless overtime has been approved.
- iii. Employees are expected to be at their workstation and ready to work at their start time. Employees are expected to remain at their workstation until the end of their shift.
- iv. Employees are to report to their supervisors any discrepancies in their punch times (i.e. failures to clock in or out, late punches, clock failures/problems).
- v. It is also the employee's responsibility to pre-approve with their supervisor any variance in their scheduled hours.
- vi. Employees should check their paystub for any discrepancies in the hours, pay amount or scheduled deductions. All discrepancies should be reported to Timekeeping immediately.
- vii. Employees must not clock in any other employee.
- viii. Failure to follow the Timekeeping/Payroll procedures may result in corrective action up to and including termination

## **5. ADMINISTRATION**

Supervisors should inform Human Resources of any infraction pertaining to this policy. Human Resources will initiate appropriate corrective action regarding any infraction. Human Resources is responsible for the administration of this policy. Management reserves the right to modify or cancel this policy at any time.