

TEAM POLICY

Time theft and time tracking

Please read the following time theft policy that aims to clarify expectations around tracking time. This policy helps to ensure time cards and payments are accurate.

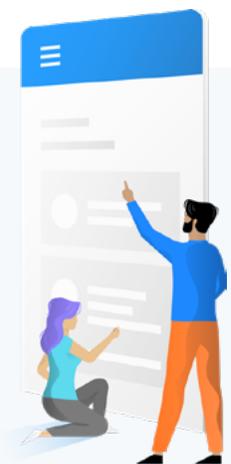
Expectations regarding time tracking

- Let your supervisor know if you have to arrive late or leave early so we can get your shift covered
- Use the time tracking system as described (See below)
- Ask your supervisor if you're unsure what is considered work time

No headaches. No need to check in.

No reason not to try Hubstaff free for 14 days.

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Unacceptable time tracking behaviors

- Punching a coworker in or out if they're running late or have to leave early
- Starting to track time when you're not working (See examples below)
- Forgetting to stop the timer and not adjusting the hours once you realize it
- Intentionally editing or modifying time to be inaccurate

What is not considered work time

- Running non-work errands
- Making personal phone calls

Process for tracking time

Work time consists of any hours you spend on work-related tasks. This might include working at a job site, talking with clients, gathering supplies, and stopping into the office to pick up equipment.

