



Corporate Policy: Timekeeping Policy	Last Revised: July 2017
Department Owner: Human Resources - Payroll	Applicable To: All Employees

1.0 PURPOSE

Charter is committed to paying its employees for all of their working time. This Policy is intended to ensure that employees understand their obligation to fully and accurately report all working time and paid time off, as well as their obligation to report violations of this Policy.

2.0 SCOPE

Certain provisions of this Policy apply to all Charter employees, while other provisions are subject to the employee's status as an exempt or nonexempt employee.

3.0 POLICY

3.1 KEY TAKE-AWAYS:

After reviewing this Policy, all employees are expected to understand the following key points:

- Charter's work week
- Charter's pay period and pay date
- The obligation to review their timecard and pay statement for accuracy
- Kronos is Charter's timekeeping system of record
- The obligation to report violations of this Policy

Exempt employees and leaders of exempt employees must understand:

- The requirement to report all time off (e.g., vacation, sick and personal time)
- The two (2) methods of submitting time off and approval required for each

Nonexempt employees and leaders of nonexempt employees must understand:

- The requirement to report all hours worked and not work "off the clock"
- Prior supervisor approval is required for working outside of a scheduled shift, including for:
 - Work during meal breaks
 - Work before or after the regular work schedule
 - Overtime
- The requirement to report all time off (e.g., vacation, sick and personal time)
- The obligation to review and approve the each timecard by the end of the pay period

In addition to the key take-aways listed above, employees are expected to carefully review this entire Policy and follow all requirements.

3.2 ALL EMPLOYEES

Work Week and Work Schedule

For Payroll purposes, the work week begins on Friday at 12:00 a.m. and ends on Thursday at 11:59 p.m. An employee's supervisor will advise the employee of his or her work schedule and any changes to that schedule that may be necessary.

Pay Date and Paycheck

Unless otherwise notified employees are paid biweekly, or every two weeks, on Thursday (generally 26 pay periods per year). Employees are paid one week in arrears, meaning that a paycheck received on a Thursday will cover hours worked through the preceding Thursday.

Every effort is made to avoid errors in employees' pay. However, each employee is expected to carefully review his or her pay statement for accuracy, including the accuracy of paid working time, overtime, deductions, commissions, on-call pay, and paid time off balances (e.g., vacation, sick and personal time). An employee must promptly report any errors to the employee's supervisor or, if the supervisor is unavailable, to Human Resources.

Electronic Timecards (Kronos)

Charter uses the Kronos system as the system of record for timekeeping. Under no circumstances should an employee make entries upon or approve another employee's electronic timecard. In the rare instance that an employee is unable to timely submit an electronic timecard because of sudden illness or other difficult circumstances the employee's manager will submit an electronic timecard on the employee's behalf to ensure that the employee's pay is not delayed. In that event the employee will later review and approve the electronic timecard or will make and approve any necessary corrections.

Compliance and Reporting Requirement

It is a serious violation of Charter policy for an employee to falsify or engage in unauthorized alteration of an electronic timecard or any other timekeeping record. An employee who fails to report, alters without authorization, falsifies, or misrepresents hours worked or paid time off is subject to corrective action, up to and including the termination of employment.

3.3 EXEMPT EMPLOYEES

Reporting Paid Time Off and Unpaid Time

Exempt employees must submit electronic timecards only for pay periods in which there is exception time, such as vacation, sick and personal time, unless otherwise required by law. Exempt employees will include an accurate accounting of paid time off and/or unpaid time, as applicable. There are two (2) methods of recording paid time off.

- In advance of taking time off, the **Kronos Time Off Request process** is the preferred method of recording time off for most exempt employees. Once submitted and approved, the paid time off will populate the timecard during the corresponding pay period.

- Time off, paid or unpaid, may be entered directly on the **Kronos electronic timecard** by the exempt employee during the correct pay period.
- There may be rare circumstances when paid time off cannot be entered prior to the end of the pay period. To account for time after the end of the pay period, the Kronos Historical Correction process must be followed.

Timecard Approval

Exempt employees must approve the timecard only when exception time, as defined above, is entered. Exception time submitted and approved through the **Kronos Time Off Request process** requires no further timecard approval. When exception time is entered directly on the **Kronos electronic timecard**, the electronic timecard must be reviewed and approved, if accurate, by both the exempt employee and the exempt employee's supervisor by established deadlines. Failure to submit and approve an accurate and complete electronic timecard may cause a delay in the complete processing of the paycheck.

3.4 NONEXEMPT EMPLOYEES

Reporting Hours Worked

It is Charter's practice and obligation under federal and state laws to pay nonexempt employees for any and all hours worked, including any overtime. Any employee classified as nonexempt must maintain an accurate record of the total hours worked by the employee each day. Nonexempt employees will report all hours worked for the work week in which the work was performed. For instance, a nonexempt employee shall not record hours actually worked in the first week of a pay period in the second week of the pay period.

Nonexempt employees may not, under any circumstances, work "off the clock." "Off-the-clock" work means work the nonexempt employee performs but fails to report on his or her electronic timecard or other time entry system designated by Charter. **No one is authorized to instruct a nonexempt employee to work off the clock.**

If a nonexempt employee believes that he or she has been directed to misrepresent the employee's working time or to work off the clock, the nonexempt employee should continue to properly report his or her time and immediately inform a Human Resources representative or report the incident to Charter through **EthicsPoint** at **1-866-384-4277** or <https://chartercommunications.ethicspoint.com>.

Work During Meal Breaks and/or Before or After Your Regular Schedule

Nonexempt employees may not work during meal breaks or before or after the regular work schedule **unless authorized in advance by their supervisor**. Nonexempt employees who report to their job site before the start of their regular work schedule or remain at their job site after the end of their regular work schedule are prohibited from performing any work unless authorized in advance by their supervisor. All time worked, with or without advance authorization from the supervisor, must be recorded on the nonexempt employee's electronic timecard and the nonexempt employee will be compensated. However, failure to obtain advance authorization subjects the nonexempt employee to corrective action for failing to comply with this Policy.

Overtime for Nonexempt Employees

From time to time, it may be necessary for a nonexempt employee to work overtime. Nonexempt employees will receive their hourly rate of pay for up to forty (40) hours of work in a work week, unless otherwise specified by state law. Nonexempt employees will receive overtime compensation at the rate of

one and one-half times their regular rate of pay for all hours of work in excess of forty (40) hours within a work week, unless otherwise specified by state law.

Although a nonexempt employee's supervisor will make a reasonable attempt to give the employee advance notice of Charter's need for the nonexempt employee to work additional hours, advance notice will not always be practical. A nonexempt employee is expected to work the additional hours as necessary as a condition of employment. Charter will pay the nonexempt employee as required by law for all additional hours worked. Nonexempt employees may not work overtime unless the overtime work is authorized in advance by their supervisor. Overtime worked without prior authorization must be recorded on the employee's electronic timecard. However, failure to obtain advance authorization subjects the nonexempt employee to corrective action for failing to comply with this Policy.

Reporting Paid Time Off and Unpaid Time

Nonexempt employees will include an accurate accounting of paid time off, such as vacation, sick and personal time, or unpaid time, taken by the employees, as applicable. There are generally two methods of recording paid time off.

- In advance of taking time off, the **Kronos Time Off Request process** is the preferred method of recording time off for most nonexempt employees. Once submitted and approved, the paid time off will populate the timecard during the corresponding pay period.
- Time off, paid or unpaid, may be entered directly on the **Kronos electronic timecard** by the nonexempt employee only during the period in which the time is taken.
- For some nonexempt employees, paid time off is recorded in another system which then populates Kronos. Nonexempt employees should follow the direction of their supervisor for the preferred method of entering paid time off.
- There may be rare circumstances when paid time off cannot be entered prior to the end of the pay period. To account for time after the end of the pay period, the Kronos Historical Correction process must be followed.

Timecard Approval

Within regard to timecard approvals in Kronos, nonexempt employees will:

- Review and, if accurate, approve and submit their electronic timecard to the employee's supervisor.
- Submit electronic timecards for each pay period.
- Never approve an electronic timecard reflecting work that has not yet been performed.
- Accurately report all hours worked on each day of the pay period using the electronic timecard or other time entry system designated by Charter.
- By approving the timecard in Kronos, verify that reported hours worked are accurate.

If an adjustment to the timecard is needed and approved by the nonexempt employee's supervisor, the supervisor must make the change and ask the nonexempt employee to re-approve the adjusted electronic timecard before the supervisor approves the timecard. A nonexempt employee's failure to approve and submit an accurate and complete electronic timecard may cause a delay in the complete processing of the paycheck.

4.0 ENFORCEMENT

Any employee who violates this Policy will be subject to corrective action, up to and including the termination of employment.

To the extent this Timekeeping Policy conflicts with any other Charter document, this Timekeeping Policy will control and should be followed. If any employee identifies or receives a Charter document or instruction reflecting information or instruction that is inconsistent with this Policy, the employee should contact a Human Resources representative and advise them of the document or instruction.

5.0 CONTACTS

Any employee who has a question, concern or complaint about his or her pay or electronic timecard (including violations of this Policy) is expected to contact the employee's local Human Resources representative, Corporate Human Resources, or the employee's Supervisor for assistance.

An employee may also report concerns to Charter through **EthicsPoint** at **1-866-384-4277** or <https://chartercommunications.ethicspoint.com>. EthicsPoint is available 24 hours per day, 7 days per week. Charter will promptly review any such report. Charter will not retaliate against an employee who in good faith reports a concern or complaint about the employee's pay or timesheet.