



# College of Veterinary Medicine Policies and Procedures

Subject: **MSU-CVM Time Clock  
Procedures**

Section: *Personnel*  
Number: *CVM 55.2.27*  
Pages: *2*  
Date: *July 1, 2016*  
Replaces Policy Dated:  
To Be Reviewed Yearly by: *Associate Dean for  
Administration, Department Heads*  
Source:  
Cross Reference:

## **TIME CLOCK PROCEDURES** **College of Veterinary Medicine**

Non-exempt College of Veterinary Medicine employees are expected to clock-in when they report to work and clock-out at the end of their scheduled shift.

Employees must clock-in/clock-out for their shifts only. Clocking for another employee is not permitted.

Actual hours worked (calculated) for full-time employees will begin at the start of the scheduled shift and conclude at the end of the scheduled shift. **Supervisor approval is required to begin work before the scheduled shift start time, conclude work prior to the scheduled end time, or end work after the scheduled shift time.** Employees must not clock-in more than 10 minutes prior to their scheduled start time or clock-out more than 10 minutes before or after their scheduled stop time. **Their supervisor must approve any deviation from their set schedule.**

Employees taking approved leave during their shift that plan to work during the same shift on that day must clock-out when they leave and clock-in when returning to work from leave. A corresponding approved leave form must be submitted for any leave status.

Lunch period:

All full time non-exempt employees must clock-in /clock-out for the lunch period. A required lunch period of 1 hour must be taken. When the job requirements necessitate a deviation in the lunch period, it must be approved by a supervisor (1/2 hour minimum) and noted on the time sheet.

Supervisors are responsible for notifying the department and CVM payroll of any regular scheduled shift changes.

Approved: Kent H. Hoblet 6-11-2016  
Kent Hoblet, Dean Date  
College of Veterinary Medicine