

Intrastaff Time Collection Policy

1. All employees must have a Johns Hopkins issued badge or your JHEDID/Lawson password to clock in and clock out.
2. All employees should start clocking in and clocking out effective immediately. On 7/1/11, these clock times will be used to calculate all employees' pay.
3. Employees that clock in 1 minute after the scheduled start time will be considered late.
4. Employees that clock in later than 7 minutes from the scheduled start time will be docked 15 minutes.
5. Employees clocking out earlier than 7 minutes before the scheduled end time will be docked 15 minutes.
6. Employees may clock out at the earliest 5 minutes prior to end of the shift. Clocking out earlier than 5 minutes will be considered early departure.
7. Major Rule Violations which will result in termination:
 - a. Never clock another employee in or out
 - b. Tampering with or destroying the computer system
 - c. Falsification of records or any fraudulent activities

My signature indicates that I have read and understand the above procedures.

Print Name

Sign Name

Date

Thank you for your cooperation.
