

Employee Manual

◆ PAY AND SCHEDULING INFORMATION

TIME CLOCK

You will be paid according to the amount of time indicated by your clock in/out on the Kronos Timekeeper. Therefore, make sure you always "clock-in" (swipe your card) the moment before beginning work, and "clock-out" immediately after completing your work shift. If at any time you forget to do either, inform your Department Supervisor who will enter the correct time into the system.

If you pick up a shift in a department other than your Home Department, speak to the supervisor to assist in recording your hours.

Unexplained clocking irregularities can result in disciplinary actions up to, and including, dismissal. Therefore, never "clock-in" for time that you are not working and never swipe anyone else's card through the timekeeper for any reason. Both the person swiping another person's card into the timekeeper and the card holder may be dismissed. Failure to clock-out immediately upon the conclusion of a work shift also violates ASUCLA time clock procedures and warrants possible dismissal.

PAY

Paydays occur every other Wednesday. You may pick up your check from the Store Manager's Office or designated Store Office after noon on each payday (whenever the Store Manager's Office is mentioned, refer to your own Store Office). They will remain there for one pay period. If a paycheck is not picked up by then, it will be returned to the Payroll Office in Kerckhoff Hall 219. Please ensure that the address indicated on the check is accurate. If it is not, notify your Department Manager.

Should you fail to receive a check or have problems regarding its amount, contact your Department Manager.

ASUCLA provides the option of "Direct Deposit". Instead of picking up your paycheck at your Store Office, it can be deposited automatically into your bank account. If you wish to choose this option, contact Payroll at ext. 48823.

ATTENDANCE

Your attendance record is very important. Department policy states that you are directly responsible for all assigned hours, and hours you are having covered. It is imperative that you have any shift covered that you cannot work, and that you call in if you are going to be late for any reason. Because of the strain on the staff that a no-show or lateness causes, there is a very stringent attendance policy.

The following is ASUCLA's Attendance Policy, which applies to all ASUCLA employees. Please note that this Policy is intended to provide supervisors and managers with a guideline in addressing poor attendance. Extenuating attendance circumstances (such as overall poor attendance due to a combination of unnotified absence, excessive absence and excessive tardiness) may result in other actions.

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Table of Contents Employee Policy Manual Purchase Order Sample

1. Understanding the eBook Employee Policy Manual Purchase Order Sample
 - The Rise of Digital Reading Employee Policy Manual Purchase Order Sample
 - Advantages of eBooks Over Traditional Books
2. Identifying Employee Policy Manual Purchase Order Sample
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Employee Policy Manual Purchase Order Sample
 - User-Friendly Interface
4. Exploring eBook Recommendations from Employee Policy Manual Purchase Order Sample
 - Personalized Recommendations

- Employee Policy Manual Purchase Order Sample User Reviews and Ratings
- Employee Policy Manual Purchase Order Sample and Bestseller Lists
- 5. Accessing Employee Policy Manual Purchase Order Sample Free and Paid eBooks
 - Employee Policy Manual Purchase Order Sample Public Domain eBooks
 - Employee Policy Manual Purchase Order Sample eBook Subscription Services
 - Employee Policy Manual Purchase Order Sample Budget-Friendly Options
- 6. Navigating Employee Policy Manual Purchase Order Sample eBook Formats
 - ePub, PDF, MOBI, and More
 - Employee Policy Manual Purchase Order Sample Compatibility with Devices
 - Employee Policy Manual Purchase Order Sample Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Employee Policy Manual Purchase Order Sample
 - Highlighting and Note-Taking Employee Policy Manual Purchase Order Sample
 - Interactive Elements Employee Policy Manual Purchase Order Sample
- 8. Staying Engaged with Employee Policy Manual Purchase Order Sample
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Employee Policy Manual Purchase Order Sample
- 9. Balancing eBooks and Physical Books Employee Policy Manual Purchase Order Sample
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Employee Policy Manual Purchase Order Sample
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Employee Policy Manual Purchase Order Sample
 - Setting Reading Goals Employee Policy Manual Purchase Order Sample
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Employee Policy Manual Purchase Order Sample
 - Fact-Checking eBook Content of Employee Policy Manual Purchase Order Sample

- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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