

# 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.

# Employee Procedures Manual Template

**Sasha Hu**



## **Employee Procedures Manual Template:**

**Operating Policies and Procedures Manual for Medical Practices** Elizabeth W. Woodcock,Bette A. Warn,2006 This popular bestseller is an easy to use manual complete with customizable medical office policies Covering more than 100 of todays most pressing events this manual helps practice administrators and managers set procedures and policies for managing operational financial and risk issues as well as personnel disaster planning and exposure control **Creating and Updating an Employee Policy Manual: Policies for Your Practice** American Dental Association,2016-06-01 This resource helps dental practices develop an office policy manual Includes sample policies forms and worksheets to help craft the perfect policy for your dental employee handbook With 99 sample dental office policies sample dental job descriptions templates for forms worksheets and checklists and explanations of at will employment Also offers information on dental staff training including OSHA and HIPAA *Managing Employees in Foodservice Operations* David K. Hayes,Jack D. Ninemeier,2024-04-30 Managing Employees in Foodservice Operations Obtain and retain skilled professional employees with this accessible guide A foodservice operation can only remain successful if its employees are served as well as its customers Just as a business with no customers will fail for lack of revenue one without skilled professional satisfied staff will be unable to provide service at the level customers demand Attracting and retaining qualified staff is a critical challenge for the modern foodservice industry and one which is only becoming more urgent in today s market Managing Employees in Foodservice Operations offers a uniquely foodservice oriented guide to obtaining training and retaining employees in a fast paced and highly competitive industry The book provides Content perfectly aligned with a two year community college program courses in human resources supervision small business administration or related subjects Detailed discussion of topics including workplace health and safety recruitment and retention and many more Ideas cultivated during the authors decades of combined experience in hospitality foodservice leadership and research Material to support instructors conducting courses including PowerPoints chapter by chapter exam questions and case studies Managing Employees in Foodservice Operations is ideal for students in foodservice related courses as well as professional business Plunkett's Procedures for the Medical Administrative Assistant Heather D Ramsay,Marie Rutherford,2019-12-11 NEW Four Colour design with new art programme better illustrates current concepts and improves readability and visual appeal UPDATED Expanded coverage of healthcare plans across Canada NEW Coverage of Electronic Medical Records EMR NEW Evolve site including chapter review questions review questions videos forms and templates audio glossary and more UPDATED Reflects contemporary standards technological tools and terminology used in day to day modern health care practice NEW New and revised learning tools including learning objectives key terms assignment boxes tips critical thinking boxes and Did You Know boxes UPDATED Reflects current privacy legislation PIPEDA and changes to provincial and territorial Freedom of Information acts NEW Chapter order and comprehensive Table of Contents **Business Report Guides** Dorinda Clippinger,2019-01-16 This book

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**Accounting Policies and Procedures Manual** Steven M. Bragg, 2012-06-19 Now in a fifth edition Accounting Policies and Procedures Manual A Blueprint for Running an Effective and Efficient Department is a how to guide on creating an effective and efficient accounting department policies and procedures manual Written by Steven Bragg the foremost authority in accounting and controllership issues the new edition includes A new complimentary Web site providing readers with the foundation for creating or enhancing their accounting department policies and procedures manual More coverage of accounting procedures including inventory billing cash receipts pricing order entry credit collections sales returns capital budgeting cash forecasting payroll and closing the books Accounting Policies and Procedures Manual is the tool every accounting department needs to regularize and systematize its procedures to match the best in the industry

**Managing Recruitment and Onboarding** Richard Skiba, 2024-08-22 This guide is an essential resource for professionals tasked with managing recruitment and onboarding processes within an organization Whether you are directly involved in recruiting new staff or responsible for coordinating the process this book provides a thorough understanding of the skills and knowledge required to effectively manage these essential HR functions The book begins with an exploration of existing recruitment and onboarding policies and procedures guiding readers on how to identify and evaluate them in the context of their organization It delves into assessing technology options to enhance the efficiency and effectiveness of recruitment processes providing practical advice on selecting and implementing tools that streamline hiring workflows A significant portion of the book is dedicated to updating and refining policies and procedures to align with organizational requirements Readers will learn how to obtain support from relevant stakeholders and create or adjust forms and documents that underpin these policies Effective communication and training strategies are emphasized to ensure that all relevant staff are well informed and capable of adhering to updated procedures The book also covers critical aspects of human resource planning including determining future HR requirements in collaboration with stakeholders and ensuring that position descriptors are current and accurately used throughout the recruitment process It provides detailed guidance on advertising vacant positions in compliance with legislation and organizational policies consulting with specialists when necessary and adhering to selection procedures that meet legal and organizational standards Additional chapters address the importance of timely and accurate job offers and contracts providing new appointments with relevant advice and ensuring that onboarding processes are consistently applied

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**the Physically Handicapped** United States Civil Service Commission. Medical Division,1943 **How to Open & Operate a Financially Successful Specialty Retail & Gourmet Foods Shop** Douglas Brown,Sharon Fullen,2017-01-15 Maybe you love exotic and unusual flavors as well as high quality products and you wish that there was a way for you to make a living selling not just food but food that you love talking about tasting and sharing with others You have the passion but you need information to figure out the nitty gritty details like regulations and financing This book will give you industry specific advice by discussing how to refine your vision how to market your product as a specialty food and more This book will also cover the basics that any retail store owner needs to know You want to make sure that you re not missing anything as you carefully decide if owning a gourmet retail store is right for you and this book will guarantee that you don t Gourmet food products and corresponding gourmet retail stores are here to stay as a part of the U S economy despite economic uncertainty since they are far more affordable luxuries than many other specialty items They have also weathered the change to a more e commerce filled world even though a big part of the appeal of specialty stores is the in person experience Websites can be thoughtfully designed to supplement a brick and mortar store or a completely online enterprise can provide specialty goods to consumers via shipping This new A to Z guide is updated and completely revised to reflect changes in the specialty food industry and the technology that governs retail stores Enjoy stories from real life entrepreneurs and practical insights needed to start operate and manage a highly profitable specialty store It is the perfect book for entrepreneurs schools and technical training centers Order-Fulfillment and Across-the-Dock Concepts, Design, and Operations Handbook David E.

Mulcahy,2003-12-29 Order Fulfillment and Across the Dock Concepts Design and Operations Handbook provides insights and tips that warehouse and distribution professionals can use to make their order fulfillment or across the dock operations more efficient and cost effective Each chapter focuses on key aspects of planning and managing making it easy to find informa

**How to Start a Home-Based Handyman Business** Terry Meany,2009-08-04 Terry Meany author of Knack Home Repair Maintenance provides all the necessary tools and strategies one needs to turn skills into cash by launching and growing a handyman business He explains how to get started develop a service manual screen clients serve customers learn from the competition and set up a home office as well as how to use the Internet to develop the business Turn your skills into cash Schedule your jobs Build word of mouth referrals Manage insurance issues Handle paperwork from permits to invoices Work smart and safe **Fundamentals of Sleep Technology** Teofilo Lee-Chiong, M.D.,2012-06-01 Fundamentals of Sleep

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