

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 Manual Policy Procedure

Rachel S Tattersall



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Table of Contents Employee Manual Policy Procedure

1. Understanding the eBook Employee Manual Policy Procedure
 - The Rise of Digital Reading Employee Manual Policy Procedure
 - Advantages of eBooks Over Traditional Books
2. Identifying Employee Manual Policy Procedure
 - 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 Manual Policy Procedure
 - User-Friendly Interface
4. Exploring eBook Recommendations from Employee Manual Policy Procedure
 - Personalized Recommendations
 - Employee Manual Policy Procedure User Reviews and Ratings
 - Employee Manual Policy Procedure and Bestseller Lists
5. Accessing Employee Manual Policy Procedure Free and Paid eBooks
 - Employee Manual Policy Procedure Public Domain eBooks
 - Employee Manual Policy Procedure eBook Subscription Services
 - Employee Manual Policy Procedure Budget-Friendly Options

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