

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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Model Accounting and Financial Policies & Procedures Handbook for Not-for-profit Organizations Edward J. McMillan, 1999

Federal Contract Compliance Manual United States. Office of Federal Contract Compliance Programs, 1990

CSRS and FERS Handbook for Personnel and Payroll Offices, 1998

Total Materials Management Eugene L. Magad, 2013-03-09 Materials management has become an important activity in both manufacturing and service organizations Rapid changes in the industrial environment such as the introduction of automation and Just In Time and demands for increased productivity and quality have increased the need for all personnel to be concerned with total control of materials Clearly this trend will continue and materials management will play an increasingly vital role in organizational success especially for operations that are becoming automated Materials management will be more critical in many service organizations where the materials group has received little attention in the past This book covers the basic materials management function and provides valuable insights into various other major functions related to it We believe that each of these manufacturing marketing finance quality assurance and engineering is vitally involved in materials management and any coverage of the subject that excludes these functions offers too narrow a perspective With increasing demand for materials managers human resource requirements will be satisfied by individuals trained within the discipline and by personnel who have worked in other fields The dimensions of materials management have grown so rapidly that many practicing managers are not aware that they are fulfilling material management functions It is important that all individuals have the basic knowledge required to perform their roles in these organizations

The Code of Federal Regulations of the United States of America, 1973 The Code of Federal Regulations is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government

Code of Federal Regulations, 1985 Special edition of the Federal Register containing a codification of documents of general applicability and future effect with ancillaries

Tax Audits Bianca Harrington, AI, 2025-02-27 Tax Audits serves as a comprehensive guide illuminating the path through tax compliance and financial inspections It focuses on proactive strategies to navigate the complexities of tax audits Understanding common audit triggers such as statistical outliers or inconsistencies in tax reporting is crucial The book also emphasizes the importance of robust compliance strategies and

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Laws on Sex Discrimination in Employment United States. Women's Bureau,1973

CIMA E3 BPP Learning Media,2012-08-01 CIMA offers a business qualification with a finance focus aiming to produce members with accounting prowess who are skilled in strategic decision making 98% of its members work in business the highest proportion of any worldwide accountancy body Paper E3 Enterprise Strategy is a wide ranging exam that includes aspects of strategic analysis choice and implementation To pass candidates need both technical knowledge and the ability to apply their knowledge to specific scenarios The syllabus is split into four areas Interacting with the Competitive Environment 20% Change Management 20% Evaluation of Strategic Options 30% Implementation of Strategic Plans 30% The first section explores the impact and influence of an organisation s environment on its strategy An organisation needs to take account of its environmental context as well as its own internal capabilities when assessing the strategic options available to it Having identified these options it then has to evaluate them to decide which is the most appropriate to pursue The E3 syllabus recognises that implementing strategic plans involves managing change and 20% of the syllabus is now devoted to issues involved in managing the change process Change Management has not previously been examined at Strategic Level in the CIMA exams The final section of the syllabus looks at the ways organisations control and measure the performance of the strategies they have implemented The E3 Study Text provides you with comprehensive coverage of the principles of business strategy and how they can be applied to design and implement enterprise strategies The Text also offers a range of short case studies which illustrate how business strategy ideas are applied in the real world In the E3 exam your ability to apply knowledge to a scenario is as important as pure knowledge but it is still crucial to have a sound understanding of the key terms and ideas The key terms feature in the text will help you identify these key terms while the section summaries provide a convenient overview of each section of the text

The Strategic Use of Stories in Organizational Communication and Learning Terrence L. Gargiulo,2014-12-18 Designed for students and practitioners in the fields of organizational behavior and human resource training and development this groundbreaking book presents a cutting edge approach to improving organizational communication Drawing on his extensive experience as an organizational development consultant and group process facilitator Terrence Gargiulo shows how the use of storytelling is the key to effective communication and learning

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