Time Edit Logs – Bell American Group

- Accurate time keeping of all employees is not only a federal requirement of the FLSA, but it is a tenant of Bell American Group. We believe that every employee should be paid for every minute they are working.
- There are instances that will require the MIC to adjust employee's time punches. This should always be done with full knowledge of the employee in question. The MIC who makes the time adjustment should complete the log. The employee should then sign that they understand why their time is being adjusted and that they agree the adjustment is correct.
- Failure to meet the listed compliance standards can result in employees not being paid correctly and timely. This can create culture issues and liability for Bell American. Managers who do not follow the Time Edit process will be counseled. If the issue continues, the MIC will be documented up to and including termination.

It is our responsibility to verbally review these policies with each manager who has the ability to adjust time prior to promotion. It is imperative that they have a clear understanding of this process and its effect on payroll processing, and employee culture. This knowledge should be validated by the MTM/RGM/AC prior to promotion.

Process for Manager Training and Implementation

Step 1	Review	Each Manager who has access to change time should be trained on the proper process for time adjustment and the Time Edit Log.
Step 2	How	The Time Edit Log should be kept at or near the front register.
Step 3	When	The Time Edit Log should be completed "real time". Each time a manager adjusts time at the front register or in back of house system, the log should immediately be completed by the person making the adjustment and signed by the employee for whom the time is being adjusted.
Step 4	Verification	At the end of each pay cycle, the RGM should validate that each punch marked as an "M" or a "U" on the PVR is reflected on the Time Edit Log and signed for by the employee for which the time was adjusted. Time edits done at the front register should also be recorded even though they do not reflect on the PVR. These time tapes should be kept in the store Daily Control Envelopes. In stores that have SABRE, you will need to run the "Time Record Audit Report" – This will list any time adjustments made in SABRE as edits are not listed on the SABRE PVR.
Step 5	File	The completed Time Edit Logs should be attached to the relevant PVR along with the Time Record Audit Report for SABRE and turned in with the Archive Envelope at the end of each period.