

Clock-In & Clock-Out Policy

For Australian Small & Medium Enterprises

Template Version 1.0 | December 2024

Important Notice

This template provides general guidance on clock-in procedures. Employers must keep accurate time records under the Fair Work Act. Customise this policy to reflect your specific time recording systems.

1. Purpose

This policy establishes procedures for recording work start and finish times at [Company Name]. Accurate clock-in and clock-out records are essential for correct payroll processing and compliance with record-keeping requirements.

2. Scope

This policy applies to:

- All employees required to record time
- All shifts and work periods
- All work locations

3. Clock-In Requirements

3.1 When to Clock In

- Clock in when arriving at the workplace
- Before commencing any work duties
- At the designated time clock location
- Do not clock in excessively early

3.2 Timing

- Clock in no more than [5/10] minutes before shift start
- Earlier arrivals should wait to clock in
- Unless authorised for early start

3.3 Ready for Work

- Be ready to commence duties when clocking in
- Uniform on and personal items stored
- Clock-in means ready to work

4. Clock-Out Requirements

4.1 When to Clock Out

- Clock out when finishing all work duties
- Before leaving the workplace
- At shift end or when authorised to leave

4.2 End of Shift

- Complete all duties before clocking out
- Complete any required handover
- Do not clock out before shift end without approval

5. Clock-In Methods

5.1 Approved Methods

[Company Name] uses the following time recording method(s):

- Mobile app clock-in via [app name]
- Time clock terminal at [location]
- Web-based time entry
- [Other approved methods]

5.2 Personal Responsibility

- Each employee must clock themselves in/out
- Never clock in/out for another employee
- This is considered time fraud

6. Break Recording

6.1 Meal Breaks

- Clock out when starting unpaid meal break
- Clock in when returning from meal break
- Ensure accurate break duration recorded

6.2 Paid Breaks

- Do not clock out for paid rest breaks
- These remain as time worked

7. Verification

7.1 Additional Verification

Clock-in may require:

- Photo verification

- GPS location confirmation
- Manager approval
- As specified by [Company Name] systems

7.2 Location Requirements

- Must be at designated work location
- Geofencing may apply
- Off-site work requires pre-approval

8. Missed Clock-In/Out

8.1 Forgotten Clock-In/Out

- Notify manager immediately
- Submit correction request
- Provide actual times worked
- Refer to Missed Clock-In/Out Policy

8.2 Corrections

- Manual corrections require manager approval
- Supporting evidence may be required
- Repeated missed entries will be addressed

9. Technical Issues

- Report system issues immediately
- Record time manually if system unavailable
- Submit manual record to manager
- Do not work unrecorded hours

10. Responsibilities

10.1 Employees

- Clock in/out accurately and on time
- Only record own time
- Report issues promptly
- Review time records for accuracy

10.2 Managers

- Approve time corrections
- Monitor compliance
- Address issues promptly

11. Non-Compliance

Failure to comply with this policy may result in:

- Delayed pay processing
- Counselling
- Disciplinary action
- Termination for serious breaches

12. Review

This policy will be reviewed annually or when time recording systems change.

Employee Acknowledgement

I acknowledge that I have read and understood [Company Name]'s Clock-In & Clock-Out Policy.

Employee Name: _____

Signature: _____

Date: _____