

Compliance and Ethics Week

Time Reporting

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Requirements for Nonexempt Time Reporting

- RF must keep time reporting documents for nonexempt employees that document each hour worked and any required unpaid meal periods
- Submit every two weeks no later than the end of the next work period
- Employees and Supervisors sign to certify that information is accurate to the best of their knowledge
- Operating locations must have a system in place to track receipt of time reports

Effort Reporting is different than time reporting

Compliance & Ethics Week
November 2-6, 2015
"Got Ethics"

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