

2/2025

To ensure hourly employees who use a time clock to record hours worked and have an assigned schedule in the UltraTime system are paid correctly and consistently, the notice below will be posted on each campus time clock. This notice is to advise employees to contact their supervisor, should they perform work during the 10 minute grace periods, to have their hours adjusted so they are properly compensated.

For those employees with schedules built in UltraTime, this clock is programmed for 10 minute grace periods before and after your shift allowing for adequate time to punch in/out at the start/end of each shift. For example, a 7:51 time punch will count as an 8:00 shift start; and a 5:09 punch will count as a 5:00 finish. The use of grace periods is based on the understanding that you begin work when your shift starts, that you end work when your shift ends, and that you perform no work during the grace periods before and after your shift. If you perform work during the grace periods, please notify your supervisor so your pay can be adjusted accordingly.