## 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.

# **New Employee Manual**

Joe Kennedy

#### **New Employee Manual:**

The NEW Employee Manual Benjamin Gilad, PhD, Mark Chussil, 2019-03-19 Welcome to Corporate Life The NEW Employee Manual is not your Dad s or Mom s employee manual It s the new playbook for corporate survival fitting today s realities and the challenges facing employees who join or work in large seemingly successful companies Those companies already issued very specific and detailed employee manuals covering everything under the sun except how to compete well in our brave new world The NEW Employee Manual will help you navigate the Corporate with a capital C labyrinth Where Corporate s manual shapes you into a dutiful cog for the good of the machine ours helps you enhance your career for the good of well you and your company The NEW Employee Manual should make you feel skeptical skeptical of empty slogans obsolete rituals obsessive pursuits and bigwigs playbooks that no longer work That alone should be worth this book s price Skepticism you see is a good thing because it is only the skeptic only the free thinker only the maverick who asks new questions and finds useful answers So are you a maverick or a cog The New Employee Handbook Barrett Williams, ChatGPT, 2025-09-24 Unlock the secrets to workplace success with The New Employee Handbook your ultimate quide to navigating the modern office with confidence and finesse Whether you re stepping into your first professional role or seeking to enhance your career skills this eBook provides the essential tools to thrive in any environment Start your journey with a solid foundation learning how to make a remarkable first impression and clearly understanding your role As you advance gain mastery over effective office communication from crafting precise emails to demonstrating active listening and leading dynamic meetings In today s technology driven world your ability to leverage digital tools can set you apart Discover strategies to maximize productivity manage online communications seamlessly and protect yourself with cybersecurity fundamentals Relationships are at the heart of any career and forging strong connections is key The New Employee Handbook empowers you to network within your company find mentorship and thrive in collaborative settings Blend professionalism with personality as you navigate company culture with authenticity and confidence all while dressing for success Learn to handle complex workplace dynamics from office politics to conflict resolution and build respect and influence among your peers Time management is your gateway to productivity Master task prioritization overcome procrastination and achieve the elusive work life balance With continuous learning and development identify skill opportunities and generate a personal growth plan to stay ahead in your career Be inspired to tackle challenges embrace change and make meaningful contributions to your organization Whether preparing for performance evaluations or managing stress this handbook equips you with strategies to excel in every aspect of your professional life Transition from newbie to accomplished professional leaving a positive legacy as you plan your career path Dive into The New Employee Handbook your roadmap to making a lasting impact and achieving career excellence **Foodservice Manual for Health Care Institutions** Ruby Parker Puckett, 2012-11-13 The thoroughly revised and updated fourth edition of Foodservice

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