



# Accurate Timekeeping

**Track Labor Costs, Stay on Budget & Evaluate Productivity**

Are you having trouble getting your employees to keep accurate timecards? Think about what you are trying to motivate them to do; fill out time cards so they can be paid. It should be a no-brainer, right? But having accurate records of an employee's time is about more than paying accurate paychecks, accurate time keeping allows you to track labor job costs, helping you to stay on budget as well as evaluate productivity.

Another important reason is that the state of California has very strict laws, which are in place to protect employees' rights. As an employer in the state of California, it is your responsibility to make sure that your employees accurately document their daily start and stop times, including meal breaks. Inaccurate records could lead to meal break violations resulting in additional payroll and workers' compensation expense that are not included in your budget.

As an employer in the construction trade, having a uniform meal period in which work ceases and all employees break at a specified time, may replace the need to document meal periods on the timecards. In this case, it is advisable that this policy be put into writing and that you keep a signed copy in each employees file.

If a uniform meal period is not a practical solution for your business, make it easy for your employees to keep accurate time cards by simplifying the process. Use a timecard that is easy to fill out and review them daily. Or, consider using one of the many services available today that offer high-tech timekeeping solutions.

***Whichever process works best for you, being diligent to keeping accurate records will likely save you time and money in the end.***

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