

COUNTY EXECUTIVE OFFICE

Tony Rouhotas, Jr.
County Executive Officer
tonyrouhotas@co.imperial.ca.us
www.co.imperial.ca.us



County Administration Center
940 Main Street, Suite 208
El Centro, CA 92243
Tel: 442-265-1001
Fax: 442-265-1010

February 14, 2018

To: All Departments

Re: Kronos procedures

On March 15, 2011, the Board of Supervisors adopted the County's Payroll and Timekeeping Policies; these are now contained in the County of Imperial's Cash and Control Accounting Standard Practice manual which is available online at:

[Http://www.co.imperial.ca.us/Auditor-Controller/PoliciesAndProcedures/PoliciesandProcedures.htm](http://www.co.imperial.ca.us/Auditor-Controller/PoliciesAndProcedures/PoliciesandProcedures.htm)

These procedures outline who should punch at the Kronos Clock, and how often including:

Who should and should not punch the Kronos time clock?

All employees except for elected officials.

How often should employees punch the Kronos time clock?

All employees must punch in at the beginning of the day and out at the end of the day.

All employees must punch out and in for lunch except for department heads.

All employees must punch out for all non working reasons such as but not limited to sick, doctor appointments, school and jury duty.

Please take the time to familiarize yourself and your staff with these policies.

Thank you,

A handwritten signature in blue ink, appearing to read "Tony Rouhotas Jr.", is written over the typed name.

Tony Rouhotas Jr.
County Executive Officer