



# Time Recording System

## Checklist

Control Point	Description	Tick Appropriate Box	Option
<b>11 GRASP – Time Recording System</b>			
11.1 There is a time recording system that shows daily working time and overtime for the employees	The time recording system appropriate to the size of the company (e.g. time record sheet, check clock, electronic cards, etc.) is implemented and explained to the employees.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
11.2 A time recording system is implemented, appropriate to the size of the company (e.g. time record sheet, check clock, electronic cards etc)	NZ law requires the employer to have a wage and time record which includes “where necessary for the calculation of the employees pay” the number of hours and employee has worked per day and the wages paid to the employee for each pay period	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
11.3 The records indicate the regular working time for employees on a daily base	The number of hours an employee has worked for per day must be recorded. It is critical that hours of work are kept in order to determine average hourly rate to compensate for breaks.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
11.4 The records indicate the overtime hours as defined by contracts for all employees on a daily basis	All hours of work are recorded including any overtime hours.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
11.5 The records indicate the breaks/holidays days for the employees (on a daily basis)	To work out leave and public holiday entitlements you need to know the pattern of hours and days that are worked. Breaks taken and holidays taken are recorded for each employee.  Every employee regardless of the type of employment is entitled to at least 4 weeks annual leave per year.  For some employees (e.g. fixed term and casual) it may be appropriate to pay annual leave as “pay as you go” if the employee agrees to it. This must be recorded separately in the records.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
11.6 The working records are regularly approved by the employees (i.e. regularly signed record sheet, checking clock)	There is evidence that system records are regularly checked and approved by the employees (e.g. regularly signed record sheet, checking clock).	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
11.7 Access to these records is provided to the Employees’ Representative	Access to these records is always provided to the employees and to the employees’ representative(s) when applicable.  NOTE: Principle 10 of the Privacy Act requires that personal information should only be used for the purpose for which it was collected, unless one of the exceptions in the Privacy Act applies. One of those exceptions is where the use is for a directly related purpose. A similar exception applies in relation to disclosing information to a third party under Principle 11 of the Act. In this case where an employer engages an inspector to conduct an inspection, the inspector is acting as an agent. Employers may wish to advise employees that some of the private information relating to contract and wage records may be made available for audit purposes. If requested by the employee, this information may also be made available to the employee representative. To inform employees that this information may be sighted by a third party it is recommended that you include a clause in their employment agreement.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY