



# Unauthorised overtime and capping work hours

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At TimeDock, we are committed to fostering transparency, accuracy in timekeeping, and upholding the rights of employees. Over the years, we've received queries about the possibility of instituting automatic adjustments to clock-in and clock-out times, or setting a cap on the number of hours worked in a day. As we navigate these concerns, our approach is guided by our respect for both efficient workforce management and protection of employee rights.

### **Common Unauthorised Overtime Situations**

We typically encounter requests for automatic time adjustments or work hours capping in response to situations like these:

1. Employees clock in upon arriving at work and engage in non-work-related activities before their shift begins.
2. Employees linger and socialise after their shift ends, clocking out only after these activities.
3. Employees consistently work more hours than authorised.

### **The TimeDock Stance**

We believe that if an employee clocks in for work, they should be paid for that time. While we understand the need for businesses to manage their workforce efficiently, our ethos directs us towards upholding workers' rights.

### **Existing TimeDock Solutions**

To address these concerns, we have already implemented the following:

1. **Lock-out periods (per device):**

This feature, while not publicly available yet, can be manually enabled from our end. It prevents staff from clocking in or out at certain times, helping enforce contracted start times. See [LockOut times](#) for more information.

## 2. Time entry filters:

Administrators can filter to find all time entries within a particular time period. This data can then be used as a basis for managerial action if employees are regularly clocking in or out outside of their authorised hours. See [Filtering time entries](#) and [Bulk updating time entries](#) for more information.

## Legal Perspective

Our research indicates that in many jurisdictions, including the United States, employers must pay for all hours worked, even if those hours were unauthorised. The employer's responsibility includes accurately recording an employee's hours worked and ensuring employees work only authorised hours.

This principle is likely to apply across most countries. However, it is always advisable to consult local labour laws or legal experts to ensure compliance.

## Conclusion

At TimeDock, we believe that effective workforce management and the protection of employee rights are not mutually exclusive. We will continue to innovate and develop our platform in ways that respect this balance, always keeping in mind our commitment to transparency, accuracy, and fairness in timekeeping.

Please remember, this document serves as a guide and might not cover every situation.

**Organisations should always consult with legal experts or the local employment authority for advice specific to their circumstances.**