

# Dangers of Reporting Inaccurate Time

BYU-Idaho trusts students to record and report their hours honestly. Occasionally, difficulties may pressure employees to submit hours they did not work in order to maintain income or fulfill academic responsibilities. This is a form of inaccurate time reporting and is called *time fraud*. It is also considered an act of theft and can lead to disciplinary and sometimes legal consequences. It is important for all employees to take precautions and work with managers to avoid it.

## Examples of Time Fraud

- Reporting hours that were not worked
- Staying clocked-in for time when no work was performed
- Entering hours at the end of the week that don't match actual hours worked

## What happens if I commit time fraud?

Each situation is different. Employees could face any of the following forms of discipline:

- A warning
- Loss of employment
- Blocked graduation
- Jeopardized future employment (especially at BYU-Idaho)
- A requirement to repay the amount stolen
- Legal charges for theft

## How do I protect myself from time fraud?

The best protection is to make a personal commitment to be honest with your manager and employer. Here are few additional things you can do to prevent accidental time fraud:

- Use the clock-in, clock-out function
- Always record your time for the day at the end of your shift
- Communicate with your manager to clarify exactly which hours you are expected to work

## What if I have financial, academic, or family difficulties?

If you are experiencing a financial, academic, or family difficulty that may pressure you to commit time fraud, we encourage you to talk to your manager. They may be able to adjust your work commitment to relieve some pressure.