

## Time Theft at Work

What exactly is time theft? Time theft at work occurs when an employee accepts pay from their employer for work that they have not actually done, or for time they have not actually put into their work. Since the employee is not actually doing the necessary amount of work during their shift it is considered a theft of time from the company.

### Types of Time Theft in the Workplace



Time Card Theft

Time card theft can occur in a few different ways. If an employee does not show up for their shift at work, but fails to enter their time in VATAS it would be considered time card fraud.



Over-Extended Breaks

Another way that time theft occurs in the workplace is when employees take too much time on their given breaks (i.e. leaving for break early and coming back from break late), or when employees take more breaks in a shift than they are allowed. This is one of the most common types of theft of time in the workplace.



Excessive Personal Time

Often times employees spend parts of their workday making and taking personal calls to deal with personal and home situations, or spend time checking and sending email that is non-work related. While sometimes this is necessary or allowed for some employees, when these situations are abused is when they become forms of time theft in the workplace.



Internet Time Theft

One of the most common and difficult to detect forms of the office time theft are employees who use technology for non-work related purposes. This could entail everything from browsing the Internet time theft, to spending time on social networking sites and texting during work hours.