





[Fact Sheet link](#)). Employees should review their paycheck and verify correct pay for all regular and overtime hours worked each workweek. It is a violation of policy to falsify time records, or for any employee or manager to instruct another employee to incorrectly or falsely report hours worked or alter another employee's timecard to under- or over-report hours worked. Any violations of this policy should be reported immediately to the USG Human Resources Department. Employees are prohibited from working overtime or working any hours outside of the scheduled workday unless a supervisor has authorized the unscheduled work in advance.

