

TIMEKEEPING

Purpose To outline the procedure for reporting and submission of payroll information.

General Information

The workweek is determined by bargaining group agreements and/or administrative policies. The pay period is bi-weekly and includes two workweeks.

The Automated Timekeeping System is available seven (7) days a week, 24 hours a day.

There is a grace period of six minutes for employees to clock in early before beginning work at their assigned time and clock out up to six (6) minutes later after completing work at the assigned time without incurring unauthorized overtime. The grace period is established with the understanding that employees are to begin work and end work as scheduled and will be paid for all hours worked.

The “6 minute rule” will apply for pay purposes only. An employee may clock in up to six (6) minutes late without loss of pay; however, will be considered tardy. Continued tardiness is an attendance infraction and will be addressed accordingly.

Policy

Hourly employees are responsible for using the automated timekeeping system for all hours worked as per Bargaining Agreement or Company policy. Hourly employees are responsible for reviewing their time keeping and bringing all discrepancies to the attention of the manager/supervisor. Salaried employees will follow the procedures under Salaried Employees for recording time worked.

Clocking IN and OUT by hourly employees will occur on designated department phones as determined by the department manager/designee.

Military hours will be used for recording all time entries in the payroll system.

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TIMEKEEPING, Continued

Policy

The time reported by the system is considered to be official time for the purposes of pay and attendance application.

Incorrect codes/totals may be corrected for payment purposes by Managers/designee.

An employee who clocks IN or OUT for another employee, or permits another employee to clock IN or OUT on his/her behalf, or falsification of his/her time record in any other manner, may be subject to disciplinary action up to and including termination.

Employees are required to clock IN AND OUT for all hours of work and for meal periods. Employees who failed to clock IN and OUT for all hours of work and for meal periods will be issued appropriate corrective actions unless the automated timekeeping system was not functioning.

Employees are to notify a manager immediately when they are unable to clock in. Employees will complete the appropriate form which will be countersigned by the manager or designee. Employees not managed by Centralized Time Keeping will use the **Manual Sign-In Log** (Attachment A). New or transferred employees with no access to Centralized Time keeping yet must use the **Edit Sheet** (Attachment B). These forms are considered legal documents. Use the **Edit Sheet** (Attachment B) when an employee fails to clock in and/or out anytime during the shift.

Manual Sign-In Logs and Edit Sheets are retained for 10 years.

Hourly Employees

Hourly employees are to clock in at the START OF WORK using the designated department phone.

Hourly employees are to clock IN and OUT at the START AND END of the meal period. If a second meal period is taken, hourly employees will clock the second period START AND END time in the same manner.

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TIMEKEEPING, Continued

Hourly Employees

Hourly employees are to clock OUT at the END OF WORK TIME.

Hourly employees are to clock IN and OUT at the START and END of CALL BACK or each separate occurrence.

Employees must submit time keeping edit sheets for any missed punches and for all hours worked at any locations/ shifts other than their home location/shift. Alternate job codes must also be entered on the edit sheet if missed at the time of clocking in. New/transferring employees without time keeping access must use the edit sheet to document all hours worked.

All completed edit sheets must be submitted to the appropriate manager/supervisor as follows:

- Day shift and Overnight shift: Wednesday of the second week of the pay period by noon
- Evening shift: Wednesday of the second week of the pay period by 5 pm

Any additions to the edit sheets after the times/date above must be submitted to the appropriate manager/supervisor by the first Monday of the new pay period at 9 am for the day and overnight shift and 1 pm for the evening shift.

Salaried Employees

Salaried employee's time is prepopulated into the time keeping system based on the schedule the employee was hired to work.

The Director or Assistant Director will make all appropriate edits before approving the time card

Employees cannot approve their own time card.

TIMEKEEPING, Continued

Manager/ Designee

Responsible for completing the non-productive log for all employees, for entering all recharges from the edit sheets and submitting the edit sheets and non-productive log to Centralized Time keeping.

Ensuring accurate coding of all OT.

Reviewing all employee time cards and correcting any observed errors.

Non-productive logs and edit sheets must be submitted by e mail to LAMC-Timekeeping by Wednesday of the second week of the pay period by 12 noon for day and overnight shift and at 5 pm for evening. Any changes/additions to these logs that occur between the second Wednesday and the end of the pay period must be submitted to LAMC-Timekeeping by 9 am on the first Monday of the new pay period for day and overnight and 1 pm for evening

The manager or designee is responsible for:

Reviewing payroll to ensure that hours worked and paid are consistent with scheduled work hours and are in compliance with existing collective bargaining agreements, Federal and State regulations, and Kaiser Permanente policy.

Investigating the circumstances surrounding any questionable entries.

Time keeping system closes at 3 pm the first Monday of the new pay period. Any changes cannot be made after this time.

Centralized Timekeeping/ Managers

Investigating and resolving payroll discrepancies in conjunction with Regional Payroll as required.

All Non-worked hours are to be entered into the computer with appropriate category coded.

Assisting employees/managers with payroll/timekeeping inquiries or system difficulties.

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System DownTime

Anticipated to be less than 4 hours – Edit Sheet:

If an employee is unable to use the automated timekeeping system as a result of System failure, the employee is required to notify a supervisor or designee immediately.

At times when the system is scheduled to be down or for non-emergency, short-term system failure (less than 4 hours), the Edit Sheet will be used by employees.

System Downtime

The Manual Sign-In Log will be kept in a predetermined place for each department or work location.

When unable to use the TIME System, the employee will sign in on the Manual Sign-In log as directed on the form.

The times from the Log will be manually posted to the Timekeeping System as appropriate.

References

Southern California Regional Policy and Procedure 41-1, “Time Card and Time Sheet Reporting”.

This policy is not all inclusive. Questions concerning clocking in and out, timekeeping and payroll are to be directed to the Manager or designee. Any violation of this policy may be subjected to disciplinary action, up to and including termination.

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Attachment A



KP TIME Manual Time Log

- Instructions to Employee: Complete this form to correct clocking errors or if you cannot clock.
- Instructions to Supervisor: Enter this information on the employees' KP TIME timecards before the payroll processing deadline. Enter a comment on the KP TIME timecard explaining the situation. This log must be retained for 10 years—follow records retention procedures.

Pay Period End Date	Manager's name, outside line & tie line	Department name	Location & Cost Center
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Date	Employee Name (print), & Signature	Employee ID Number	Time In	Out to Lunch	In From Lunch	Time Out	Alt Job or Relief job code	Recharge Account	Comments/Pay Types

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Attachment B

NAME: _____ Employee ID: _____

DATE	DAY	SCHED START	MISSED PUNCHES				RECHARGE CODES
			Shift Start	Lunch Out	Lunch In	Shift End	
7/1	SUN						
7/2	MON						
7/3	TUES						
7/4	WED						
7/5	THUR						
7/6	FRI						
7/7	SAT						

DATE	DAY	SCHED START TIME	MISSED PUNCHES				RECHARGE CODES
			Shift Start	Lunch Out	Lunch In	Shift End	
7/8	SUN						
7/9	MON						
7/10	TUE						
7/11	WED						
7/12	THU						
7/13	FRI						
7/14	SAT						

Signature: _____ Date: _____ DA's Initials: _____

*Must be turned in by 12:00 PM every other Wednesday and 9:00 AM on payroll Monday
 This log must be retained for 10 years—follow records retention procedures.*

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