

Beaumont

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Timekeeping Policy

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I. PURPOSE AND OBJECTIVE:

Provide an efficient and accurate method of recording, reviewing and approving the work time of Corewell Health East team members in compliance with Corewell Health East's established pay practices and the provisions of the Fair Labor Standards Act (FLSA).

II. POLICY STATEMENT:

This policy presents guidelines for recording, reviewing and approving work time for all Corewell Health East team members. All non-exempt team members are required to use the designated Time and Attendance System at their site to record the team member's work time. All Time Editors are required to perform a daily review and a bi-weekly approval of their assigned team members' timecard. All department leaders are required to perform a monthly review of their labor reports in LaborLytics and salary area of their monthly financial Management Report.

III. DEFINITIONS:

- A. Fair Labor Standards Act (FLSA) – Establishes minimum wage, overtime pay eligibility, record keeping, and child labor standards affecting full-time and part-time workers in the private sector and in federal, state, and local governments.
- B. Exempt team member – Team member who is exempt from Federal and State laws regarding overtime.
- C. Non-Exempt Team member – Team member who is eligible to be paid overtime for hours worked more than 40 per week.

- D. Time Editor – Team member responsible for review and approval of department(s) team member’s timecard to assure accurate and timely data.
- E. Laborlytics – Labor analytics software used by Corewell Health East.
- F. Clock/Swipe/Punch/Timestamp – Refers to various methods which the team member uses to record their own worked time.

IV. PROCEDURE:

A. TEAM MEMBER RESPONSIBILITIES:

1. **Recording time worked:** All non-exempt team members are responsible for recording all their time worked utilizing the time clock, time stamp or mobile method described below. Exempt team members are responsible for submitting support documentation for the proper recording of worked and non-worked time i.e. PTO and extra duty pay. Falsification or misrepresentation of time and attendance and/or recording time for another team member via the time clock, time stamp or mobile method are prohibited and may result in disciplinary action. Team members failure to record their time via the time clock, time stamp or mobile method is a missed punch in accordance with the Corewell Health East Attendance Policy.

2. Recording Methods:

- a. **Time Clock Method** - Non-exempt team members must record their time by swiping in with their badge no earlier than six (6) minutes before the start of their shift, and must swipe out with their badge no later than six (6) minutes after the end of their shift.
- b. **Time stamp Method** - Team members who use Time stamp (clock in at their PC) are to record their time by time stamping no earlier than six (6) minutes before the start of their shift, and must time stamp out no later than six (6) minutes after the end of their shift.
- c. **Mobile Method** - Team members who use Mobile (clock in on their mobile device) are to record their time by punching no earlier than six (6) minutes before the start of their shift, and must punch out no later than six (6) minutes after the end of their shift.

Note: Team members who fail to record their time worked via the designated method for any reason must notify their supervisor utilizing the designated department procedure (i.e. department deviation sheet).

- d. **Early Departures:** Team members must have advance approval from their supervisor if the team member leaves work prior to the end of their shift and they should record their leave time upon their departure. Time will be rounded to the scheduled end time if it is within six (6) minutes of the end of the shift or to the nearest 1/10 one-tenth of an hour if the departure is

more than six (6) minutes early.

- e. **Working outside of schedule:** Team members should not perform work activities outside of normal work/scheduled hours without the permission of their supervisor. Team members that perform any work activities prior to clocking in and/or prior to the start time of their shift should notify their supervisor immediately. These policies apply whether the team member is clocking in at the beginning of their scheduled shift, clocking out at the end of their shift or in connection with an unpaid meal period. Failure to follow these guidelines may result in disciplinary action.
- f. **Breaks Meal Periods:** During breaks or meal periods, team members should leave their workstation and not engage in any work activities. If a non-exempt team member performs work during their unpaid lunch break they must notify their supervisor immediately in accordance with the Meal Break and Rest Period Policy. Team members are required to record their time off Corewell Health East premises for meal breaks, combined meal break/rest period and/or non-worked related business in accordance with the Meal Break and Rest Period policy.
- g. **PTO:** All team members are responsible for submitting time-off request forms to their immediate supervisor for approval in accordance with the Paid Time Off (PTO) policy.
- h. **Clocking In or Out Outside Allowed Parameters:** All clocked time before six (6) minutes prior to the shift or six (6) minutes after the shift is considered valid worked time, even if not authorized, unless the manager obtains from the team member a signed statement stating that it was not time worked and the team member authorizes it to be removed (Deviation Sheet form or team member Timekeeping Record Correction Form). Team Members must be paid for all worked time, but team members may be disciplined for violation of a work rule(s) i.e. unauthorized overtime. Team Members should refer to the Grace Period/Rounding Rules Policy for further description of CHE's grace and rounding rules.
- i. **Extra Duty Pay:** Exempt team members, whose job code qualifies for extra duty pay, are required to submit extra duty block requests to their manager for approval prior to the extra shift occurring.
- j. **Charge Off:** Team Members who are assigned to work in a Cost Center other than their home Cost Center are required to charge their time via the time clock, PC or mobile device as follows:

<u>Time Clock</u>
<ul style="list-style-type: none">• Press the Charge Off button on the time clock.
<ul style="list-style-type: none">• Utilizing the arrow buttons on the time clock complete the labor transfer by entering the company, business unit and/or department that differs from your home labor levels (i.e.

company, business unit and/or department) on the screen

PC/Mobile

- Utilizing the drop-down arrow in the Transfers box click Search and then proceed to select the company, business unit and/or department you are assigned to work at for the shift.
- Select the OK button and then click the Record Time Stamp button to record your time.

B. TIME EDITOR RESPONSIBILITIES:

Time Editors are the primary reviewer and approver of team members' timecards, though others may also review. The Time Editors are responsible for accurately and timely reviewing and approving the timecards of the team members assigned to them. Time Editors cannot adjust their own time card. Their responsibilities are as follows:

1. Establish and maintain team member's schedules in the appropriate scheduling system.
2. Review team members' timecards daily by 10:00am to ensure completeness and accuracy including:
 - a. Utilizing various screens/reports in the timekeeping system to reconcile team members' timecards by researching and resolving exceptions (i.e. missed punches) and verifying that the punched hours match the scheduled hours for every team member assigned to the department.
 - b. Recording appropriate comments regarding exceptions.
 - c. Monitor team members' compliance with time and attendance policies and record necessary attendance comments in Kronos.
 - d. Review and input necessary information from department's deviation sheets.
 - e. Accurately record all non-worked time (PTO, sick, holiday, etc.) in team member records.
 - f. Ensure that team members are paid for all time worked.
 - g. Ensure accurate recording of holiday credit.
3. Certify that calculated hours paid represents actual hours worked. The time editor's (or designee's) approval in the editing system of time worked represents their

adherence to this policy.

4. Approve all "worked but not authorized" time.
5. Obtain proper confirmations and approval and enter additional hours and dollars such as incentives, extra duty pay (i.e. EXG, EXH, EXG).
6. Assure that all timecards have been reviewed and are ready for processing by the Payroll Department in the designated time frame established for payroll closing.
7. Approve each team member's timecard by the designated time frame established by Payroll for Time Editor close of each pay period utilizing the Approve function in Kronos.
8. Utilize department Deviation Sheet form or Team Member Timekeeping Record Correction form for all edited punches.
9. Respond to team member's time sheet inquiries.
10. Complete and submit Manager approved Payroll Correction form (available on the Kronos intranet page) for any team members who have been paid incorrectly (over or underpaid) and provide necessary supporting documentation for the pay adjustment.
11. Review how to use the time clock, time stamp or mobile method and location with all new, transferred, or float team members.
12. Establish a back-up time editor in the event the primary editor is going to be on vacation or away from work.
13. Follow the disciplinary process for all infractions of this policy.
14. Complete the Kronos hands-on training prior to becoming a time editor.

C. MANAGEMENT RESPONSIBILITIES:

Managers are the secondary reviewer and approver of team members' timescards. Their responsibilities are as follows:

1. Monitor team members' compliance with time and attendance policies.
2. Designate department's time editor and provide time editor guidance with respect to timekeeping and time and attendance policies.
3. Approve additional hours and dollars such as incentives, extra duty pay (i.e. EXG, EXH, EXG).
4. Review and approve all Payroll Correction forms and support documents submitted by Time Editor.
5. Ensure that all team members who miss a meal period or whose meal period is interrupted are paid by canceling the auto-deduct of the meal period.

6. Perform a monthly review of department's labor reports in LaborLytics and salary area of monthly financial Management Report.

D. PAYROLL RESPONSIBILITIES:

As a department, the Payroll Department is responsible for accurately and timely processing all information (i.e. time records, pay information, deductions, taxes) to produce a paycheck for the team members of Corewell Health East on the payroll calendar established at the beginning of the calendar year.

1. Payroll Representatives:

- a. Review various Hyperfind queries and reports in Kronos to assure accurate use of incentives, block pay, premium pay, holiday credit and hour shortages.
- b. Assist time editors with Kronos inquires.
- c. Process payroll corrections.
- d. Make periodic review of historical timecards monitoring review and approval process.
- e. Report any abnormalities or non-compliance to Payroll Department head.

2. Payroll Specialist:

- a. Notify time editors of payroll processing deadlines and activate the Time Editor lockout function at the established day and time.
- b. Import and process time file(s) from timekeeping system in accordance with the payroll processing check list and calendar.
- c. Process payroll in its entirety.
- d. Process payroll corrections.
- e. Train new time editors and maintain time editor access and profiles.
- f. Maintain time editor email group and distribute periodic emails related to timekeeping information, notifications and deadlines.
- g. Make periodic departmental review of historical timecards monitoring review and approval process.
- h. Report any abnormalities of non-compliance to Payroll Department head.

E. FORMS:

Timekeeping Deviation Sheet Form: Each department shall record team member timecard deviations on a deviation sheet.

1. Use of the payroll prepared Timekeeping Deviation Sheet form is preferred. Use of department forms is allowed, but the department form must include the following

standard parameters:

- a. Heading: Business unit, department name and department number.
- b. Team Member data: Date, printed team member name, Worker ID, area for IN and OUT times, no lunch, absence, comments, team member initials validating the entry and time editor's initials validating entry into timekeeping system.

V. VIOLATIONS OF POLICY:

Violations of the Timekeeping policy are considered work rule violations, which may result in corrective action up to and including termination.

VI. REVIEW AND REISSUE DATE:

VII. DISCRETION TO MODIFY POLICY:

Corewell Health East periodically reviews and revises its policies, and this policy, as with all others, is subject to change at Corewell Health East's discretion without prior notice. This policy supersedes all prior written policies on this subject. This policy is located under policies on Corewell Health East intranet.

VIII. REFERENCES:

1. Corewell Health East [Attendance Policy](#)
2. Corewell Health East [Meal Break and Rest Period Policy](#)
3. Corewell Health East [Grace Period/Rounding Rules Policy](#)
4. Corewell Health East [Paid Time Off \(PTO\) Policy](#)
5. Corewell Health East [Additional Pay Extra Duty & Call-In Block Approval Form](#)
6. Corewell Health East [Payroll Correction Form](#)
7. Corewell Health East [Deviation Form](#)

Approval Signatures

Step Description	Approver	Date
	Donna Zuk: VP, Financial Ops Corp Acctg	7/14/2023
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