

Beaumont

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Applicability **Troy**

Laboratory Schedule Changes and Time Exception Sheets - Troy

Document Type: Procedure

I. PURPOSE AND OBJECTIVE:

This document describes the process flow for schedule changes and time exceptions to assure pay practice policy's are followed.

II. PROCEDURE:

- A. Section schedules are prepared for four weeks at a time by Section Manager or designate.
- B. The Manager will sign and approve the schedule and then route to Laboratory Administration for final approval.
- C. The Troy Laboratory Secretary will input the schedules into the payroll system.
- D. Any time there is a change to this approved schedule, an exception form must be used. There are two forms available:
 1. Schedule Change Request (Attachment A):
 - a. This may be submitted any time after the approved schedule has been posted, but prior to 12 noon of the day (24 hours in advance is optimal) that the employee's schedule is changed. This must receive prior approval by the section Manager. The completed form is dropped off in the Troy Laboratory Secretary's mailbox.
 - b. Examples would include: switching hours with another employee, benefit time needed that had not been entered on the schedule, etc.
 - c. Please Note - A schedule change cannot be submitted to cover insufficient

Paid Time Off (PTO) due to a call-in during the same period in which the previously scheduled time off was requested because staffing arrangements have already been made to accommodate that request.

- d. The Schedule Change Form must have the signature of both employees that have agreed to exchanging days. If taking a day off, indicate PTO hours to be used or mark OFF. A Manager or designate must approve all changes before submitting to Laboratory Troy Laboratory Secretary.
- e. Schedule changes for a weekend day must be submitted and approved to the Troy Laboratory Secretary by the Wednesday prior to the weekend involving the change.

2. Time Exception Report (Attachment B):

- a. This must be filled out by the employee (or the Section Manager if employee is unavailable) for any schedule changes made on that date. These forms must be approved by the Section Manager DAILY and placed in the Troy Laboratory Secretary's mailbox by 7:30 AM. Examples include: sick days, tardies, and a change in start/end time, pre-approved overtime, etc.
- b. Employee is asked to complete the Exception Report with the following instructions
 - i. Use two lines for each time exception entry.
 - ii. Enter time exceptions only for the date above.
 - iii. Use the following codes for type of adjustment:
 - a. OT = Overtime
 - b. SC = Schedule Change
 - c. PTO UNS = Sick Day
 - d. PTO = Vacation Day or Personal Day approved in advance
 - e. BER = Bereavement
 - f. JD = Jury Duty
 - g. DEP/ HNW = Delete Early Punch Hours Not Worked
 - h. DLOP/ HNW = Delete Late Out Punch Hours Not Worked
- c. Manager's Instructions: (or Designate)
 - i. Enter schedule changes you make on the exception report.
 - ii. Authorize each entry by initialing each one.
 - iii. Make sure employee's ID and Date is on the form.
 - iv. Deliver to the Troy Laboratory Secretary's mailbox by no later than 7:30 AM daily.
 - v. Unauthorized adjustments will not be paid or delayed to

inadequate information on the form

Attachments

[Laboratory Schedule Change Request Form A.pdf](#)

[Laboratory Time Exception Report Form B.pdf](#)

Approval Signatures

Step Description	Approver	Date
Lab Director	Elzbieta Wysteppek: Dir, Lab Operations B	4/26/2023
Policy and Forms Steering Committee (if needed)	Ilene Hirsch: Project Mgr Policy	4/20/2023
Policy and Forms Steering Committee (if needed)	Tracie Rusicka: Lab Quality Coord	4/20/2023
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