



**TITLE:**

**TIME RECORDING**

**PURPOSE**

Northern Arizona Healthcare (NAH) shall maintain pay practices which are fair, consistent, competitive, and legal. Supervisors and employees shall follow pay practice guidelines consistently and equally. Questions and interpretation of these guidelines should be referred to the Human Resources Department.

It is the policy of NAH to maintain time records to record hours worked, compute payroll, and track attendance. It is the responsibility of employees to assure accuracy of their time record and to initiate the correction process if needed. ~~Failure to comply may result in disciplinary action.~~

**DEFINITIONS**

1. Automatic Time Entry (ATE) - a computer system which includes time clocks and computers.
2. Premises – any NAH owned or leased property

**PROCEDURE**

1. All non-exempt employees are required to use the ATE by swiping in at a time clock or time stamping from a PC. ATE users must clock in and out through the ATE at the beginning and end of their shift and for the 30 minute unpaid rest period.
2. An unpaid thirty (30) minute rest period is provided for each shift worked six (6) hours or greater. Time will be tracked in the ATE by the minute for the actual time taken for the unpaid rest period. Exception: Employees who are scheduled for twenty-four (24) hour shifts (i.e., Guardian, Neonatal, etc.). All work occurring during this rest period **must** be reported to and authorized by a supervisor.
3. Employees on ATE must clock OUT/IN for any and all non-work related activities including but not limited to meals, personal business or appointments, smoking, etc. whether on or off premises. Employees who repeatedly do not clock OUT/IN and incur missed punches may be subject to appropriate disciplinary action by their supervisor.
4. If an employee chooses to take a nap in lieu of an unpaid rest period, the employee will clock out through ATE and clock back in upon return to work. Such nap should occur in non-work areas such as the employee's own department lounge. (HR 7-6 Break/Rest Periods)
5. An employee's time will be rounded at the start and end of his/her shift. If the time entry is eight (8) minutes beyond the previous quarter-of-an-hour, the time will round to the next quarter-of-an-hour for purposes of computing pay hours.
6. Employees arriving late or leaving early are subject to appropriate disciplinary action by their supervisor even if the variance is less than the eight (8) minute limitation defined above. In addition, employees should not arrive early or leave late without prior authorization from their Department Director or Supervisor.
7. Employees who arrive for work without a NAH identification badge will be sent home without pay to retrieve their badge and return to work **or obtain a new badge from Human Resources**. Upon return the employee is therefore required to clock in and will be paid for actual hours worked. **Employee may be**

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**considered tardy.** A repeated instance may subject the employee to disciplinary action.

8. All time edits must be approved by the Department VP, Director or Supervisor before a payroll check will be processed. Department management will verify that time edits are complete and have the appropriate approvals/signatures before sending to Payroll. Any changes to time edits will be approved and signed by the Department Director and the employee.
9. Time edits must be completed and received in the Payroll Department no later than 12:00 noon on Monday each week. This is subject to change during a week which contains a holiday.
10. Any payroll check requests submitted to Payroll due to not clocking in/out will be paid on the next regularly scheduled payday.
11. An employee must never clock in or out for another employee. Doing so is cause for disciplinary action. (HR 9-2 Corrective Action)
12. When an employee works in two or more cost centers during a pay period, they must indicate the areas worked and the amount of time worked in each area by utilizing the ATE to transfer departments.
13. Employees working remotely may clock in via the network if authorized by their manager. This would include completing mandatory modules.

RELATED DOCUMENTS      N/A

REFERENCES                      HR 9-2 Corrective Action; HR 7-6 Break/Rest Periods

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