

**UC Davis Health
Sacramento, CA
Department of Pathology and Laboratory Medicine**

TIME AND ATTENDANCE

Administrative Procedure 855.A

I. PURPOSE:

To outline proper methods of time reporting and approval, employee responsibility, and the Department of Pathology and Laboratory Medicine responsibility. Method of time reporting shall be done using the Ecotime Time and Attendance System. Ecotime is the University of California, Davis, Health automated Time and Attendance system including hardware and software.

II. POLICY:

The Department of Pathology follows the UC Davis Health Administrative Policy - [2925](#). Utilization of Ecotime Time and Attendance System is the role and responsibility of each employee in the Department of Pathology and Laboratory Medicine. Each employee will receive orientation to the timekeeping system including instructions on where, when, and how to clock in and out, and method of recording any and all time adjustments to regularly scheduled shifts.

- A. Ecotime will be used to document time and attendance by all Department of Pathology & Laboratory Medicine employees.
- B. All hourly employees are required to use the Ecotime Card Reader system mounted on a wall in or near their primary Laboratory work location to document their times of arrival and departure from work as scheduled.
- C. Use of an Ecotime Card Reader to log in or out from a location other than the employee's primary or temporarily assigned Laboratory work location is not allowed. *Employees must explain the use of any Ecotime Card Reader other than the unit in the area the employee is assigned on that specific date. Document the reason in the Ecotime Time and Attendance System using the "notes" icon for review by the section supervisor.*
- D. Exception to using Ecotime Card Reader: Use of the computer application- Ecotime Web Clock Time Stamp Function- to punch in or out is only allowed if there is not a Card Reader near the employee's work location or an employee forgot his/her UCDH ID badge/UCDH card key. *You are required to document your reason in the Ecotime Time and Attendance System using the "notes" icon for review by your department supervisor.*
- E. Employees must swipe their own UCDH ID badges/UCDH card key when scheduled for work. It is prohibited to clock in/out for other employees.
- F. Exempt employees must provide time and attendance by exception, documenting only time not at work, (e.g. vacation, sick leave, etc.) via the web based Ecotime Time and Attendance System.

III. DEFINITIONS:

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- A. Exempt (salaried) employees: Staff who are paid monthly or biweekly and are paid based on a stipulated salary – not on hours worked. Exempt employees may be full-time (100% appointment) or part-time (less than 100% appointment).
- B. Non-Exempt employees: Staff who are paid monthly or biweekly and are paid on an hourly basis and are eligible for all applicable ancillary pay and overtime. Non-Exempt employees may be full-time or part-time employees.
- C. Supervisor/Manager: Staff listed in the "reports to" field in PeopleSoft and directs the work of the employees who report to them. Supervisors/managers are responsible for the accuracy and timeliness of final sign off and approval for reporting time in the time and attendance reporting system.
- D. Timekeepers: Staff responsible for accuracy and daily review of employee time records.

IV. PROCEDURES:

Responsibility: EXEMPT EMPLOYEES

- A. Daily punch-in not required.
- B. Employees adjust their own exception times in the Ecotime Time and Attendance System via the UCDH intranet found at:
<https://hbsecotime.ucdmc.ucdavis.edu/ecotimesso/>
 - 1. Exception times include, but are not limited to, vacation, professional leave, Kincare, and sick leave.
 - 2. Exception times must be logged into Ecotime by the Monday directly following the end of a pay period.

Responsibility: HOURLY EMPLOYEES

- A. When scheduled for work, hourly employees must log-in to the Ecotime Time and Attendance System using a wall clock located in/near the employee's work location, by swiping their employee badge on the bottom front of the timeclock.
- B. To "Clock In" after swiping the employee badge press "IN" and look for the "Clocked In" confirmation message.
- C. To "Clock Out" after swiping the employee badge press "OUT" and look for the "Clocked Out" confirmation message
- D. Employees must clock in no more than seven minutes before or after his/her scheduled time, to avoid a change in payroll hours (Note: For Timekeeping purposes only). Refer to Hospital policy- 2925 for Attendance Standards. **If the employee punches in late or early, the employee is required to document the reason in the**

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Ecotime Time and Attendance System using the “notes” icon for review by your department supervisor.

- E. Reasons for erroneous time stamps may include missed or late punches, sick leave, time off, working overtime, changing shifts, leaving for appointments, or working at a different Laboratory location.
- F. In the event the employee is scheduled to work at a different Laboratory location, the employee must clock in as usual at that work location.
- G. Prior approval from supervisors for schedule changes due to vacation, sick leave or working through lunch is required according to department Leave Request Policy and applicable Labor agreement. These changes shall be reflected in Ecostime during this pay period. Ecotime will also be used to document the following: approved vacation time, sick leave, approved working through lunch, administrative and professional leave.

Responsibility: SUPERVISORS/MANAGERS

- A. Supervisors/Managers will arrange employee schedules, track sick leave, vacation time, and approve overtime.
- B. Employee punches will be compared to prearranged schedules, time off, and overtime requests on an as needed basis.
- C. Supervisors/Managers will notify department timekeepers of discrepancies that are not reconciled.
- D. Employee timecard punches will be reviewed, at the request of a timekeeper, in the event of an irreconcilable discrepancy.
- E. Supervisors/Managers have final approval and will sign-off all employees’ timecards at the end of each pay-period.

Responsibility: TIMEKEEPERS

- A. Timekeepers/Supervisors will review employee time stamps on a regular basis.
- B. Timekeepers/Supervisors are responsible for adjudication of erroneous time stamps.
- C. Timekeepers/Supervisors are responsible for reminding employees of their obligation to document necessary timecard adjustments using the “Notes” icon in the Ecostime Time and Attendance System.

LOCATION OF Ecostime CARD READERS in PATHOLOGY:

- 1. **PATH BUILDING**
 - Near Room 1135 (hallway near Mail Room)
 - Near Room 0052(across from Copy Room)

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2. **SPECIALTY TESTING CENTER (STC)**
 Northeast corner of Room 1302 (outside lab)
 Inside Exit door, West side of building
3. **ELLISON BUILDING (ACC)**
 Located within the Laboratory Suite
4. **SESP- Pavilion-2nd Floor**
 2 Ecotime Clock In/Out devices in Pavilion:
 - a. Main corridor on second floor, adjacent to Rm 2P309
 - b. By Stair G – Exit Stairs Down (2P695) on the East side of the hall.

5. **CYPRESS BUILDING**
6. **PCN CLINIC LOCATIONS**
7. **CANCER CENTER**
8. **GLASSROCK**
9. **MIDTOWN**

MONITORING ACTIVITIES:

Laboratory supervisors, managers and timekeepers will monitor Ecotime timecards for discrepancies.

Discrepancies will be addressed with employees and attempts to resolve issues prior to approval and sign-off of Ecotime timecard.

Laboratory employees shall not log-in or log-out for another employee. Employees participating in this type of behavior may receive a written warning stating if the pattern continues, further corrective action may be taken, up to and including dismissal.

Laboratory employees' timecards will be reviewed for appropriate Log-In/Log-Out activities. Discrepancies will be addressed by the supervisor or manager.

REFERENCES:

- UC Davis Health Administrative Policy - 2925 Attendance Standards for Medical Center
- UC Davis Health Administrative Policy – 3101 Time and attendance reporting

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PROCEDURE HISTORY

Date	Written/ Revised by	Revision	Approved Date	Approved by
03/07	B. Andreos	New	03/07	R. Green
04/08	B. Andreos	Review	04/08	R. Green
07/09	B. Andreos	Annual Review	07/09	L. Howell
08/10	B. Andreos	Annual Review	08/10	L. Howell
06/11	B. Andreos	Revised	6/11	L. Howell
09/11	Andreos/White	Reviewed	09/11	L. Howell
10/13	T. Cox	Biennial review	10/13	L. Howell
7/16	R. Scott/A. Scott	Revised: Added Ecotime and removed Kronos	08/16	L. Howell
7/18	S. Okimura	Biennial Review	07/18	L. Howell Via OnBase
07/20	N. Kaur	Revised: Minor revision and updated References	07/20	L. Howell Via OnBase
11/21	E. Karanja	Revised: SESP Ecotime Card Reader locations and references	12/21	L. Howell via OnBase