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| **Document No**: LAB 4.9 | | | Page **1** of | |
| **Title:**  Timekeeping | | **Effective Date:**  09/28/23 | | **☐ RUHS – Behavioral Health**  **☐ RUHS – Community Health Centers**  **☐ RUHS – Hospital Based Clinics**  **☐ RUHS – Medical Center**  **☐ RUHS – Public Health**  **Departmental.** | | |
| **Departments Consulted:**  CLINICAL LABORATORY  ANATOMIC PATHOLOGY | **Reviewed By and Date:**  Cedric Bol - Director of Clinical Laboratory Services  Ronaldo Gnass, MD - Medical Director  09/28/23 | | **Approved by:**    Ronaldo Gnass, MD – Chair Clinical Laboratory and Anatomic Pathology | | | **Policy**  **Procedure**  **☐ Guideline** |

# SCOPE

Applies to all Riverside University Health System non-exempt Laboratory employees that provide Laboratory services in RUHS – Medical Center, Community Health Centers, and Hospital Based Clinics to ensure the proper timekeeping practice as it pertains to timeclock use, payroll, and timecard completion.

# DEFINITIONS

* 1. Timecard. Legal document completed by employee and forwarded to payroll every two weeks. May be electronic or digital.
  2. Point system. System used to calculate time for payroll on timecards. Each hour is divided into tenths. Each tenth of an hour represents a 6-minute segment. Timecard documentation is recorded in hours and points.
     1. Points: 0.1 = 1-6 mins, 0.2 = 7-12 mins, 0.3 = 13-18 mins, 0.4 = 19-24 mins, 0.5 = 25-30 mins, 0.6 = 31-36 mins, 0.7 = 37-42 mins, 0.8 = 43-48 mins, 0.9 = 49-54 mins, 1.0 = 55-60 mins
     2. Example: worked hours are **7** hours and **12** minutes is recorded as **7.2** on the timesheet
  3. Grace Period/window. A predetermined amount of time that an employee will not be considered tardy or absent without pay. Usually applied to the beginning or end of a scheduled shift.
  4. Meal Period. Shifts that are greater than 6 hours will have a 30-minute unpaid meal period. The meal period should be taken no later than the 5th hour of the shift.
  5. AWP. Absent without pay – a designation by payroll to account for a type of time that was not worked.
  6. Exception Log Form. Designated form to document overtime, sick time, leave bank time, and time adjustments.

# PROCEDURE

* 1. Time Clockings / Time Punches
     1. Clockings are recorded in the online timekeeping system either via the device station or the desktop application
  2. Employee Responsibilities: Daily clockings and Timecard
     1. All employees are expected to begin work at their designated shift start time and end work at their designated shift end time
     2. Clock or record punch at the beginning and end of their shift
     3. Clock in/out anytime they are leaving the Laboratory premises for personal business.
     4. Accurately complete their timecard, including exceptions on a daily basis
     5. Review all punches and electronically approve timecard by the end of their last shift worked in the pay period
        + - An incomplete timecard may result in a delay of pay.
  3. Window or Grace Period: intended solely for the purpose of clocking in and out, it is not to be considered approval for reporting late for work or for working overtime.
     1. A +/- 5-minute window is allowed on the beginning time punch of the day, and on the ending punch of the day.
     2. The grace period does not apply to the meal period.
     3. Examples: Scheduled shift start 08:00
        + - Clocking is 07:57, will be considered on-time at 0800. No additional documentation is needed by employee
          - Clocking is 08:03, will be considered on-time at 0800. No additional documentation is needed by employee
          - Clocking is 08:06, will be considered tardy by 6 minutes, and the employee is AWP of 0.1.
          - Starting a shift more than 5 minutes early must be approved by a supervisor and documented on exception form. Working unapproved hours may result in disciplinary action.
     4. Examples: Schedule shift end 16:30
        + - Clocking is 16:27, will be considered on-time at 1630. No additional documentation is needed by employee
          - Clocking is 16:33, will be considered on-time at 1630. No additional documentation is needed by employee
          - Clocking is 16:24, will be considered leaving early 6 minutes, and AWP of 0.1.
          - Clocking is 16:35, may be considered as overtime depending on the total hours worked. Any work beyond the scheduled end time must be approved by a supervisor and documented on exception log form. Working unapproved hours may result in disciplinary action.
  4. Exceptions and Documentation
     1. All adjustments to shifts, leaving early, staying late, change in shift, etc., must be documented for accurate record keeping.
     2. Employee is to document on the Exception Log form for all adjustments.
  5. Premium Pay Types
     1. Premium pay types are automatically calculated within the online timekeeping system as per the employee’s union Memorandum of Understanding:
        + - Differentials
          - Overtime
          - Holiday
  6. Time banks and accrued hours
     1. Requires prior approval and authorization for use

**Document History:**

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| **Prior Release Dates:**  N/A | | **Retire Date:**  N/A | | |
| **Document Owner:**  Cedric Bol | | **Replaces Policy:** | | |
| **Date Reviewed** | **Reviewed By:** | | **Revisions Made Y/N** | **Revision Description** |
| 09/28/23 | Director | |  |  |
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