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		TRACKING # PPM 401
	TITLE: TIMEKEEPING	
	PERFORMED BY: All Employees	

1.0 PURPOSE:

To provide guidelines for employee timekeeping

2.0 POLICY:

Employees are responsible for recording their time worked in the electronic time and attendance system. Non-exempt employees are expected to clock in when they arrive to work, clock out and back in when breaking for meal periods, and out at the end of their shift. Time should be recorded accurately and on a daily basis, reflecting all hours worked. The system will record all actual clock-in and clock-out times for auditing and payment purposes. Employees must be paid for any and all work performed. Absolutely **NO** “off-the-clock” work is permitted. (This is defined as work occurring during meal and rest periods or before or after the start and ending of a shift).

The electronic timecard must be reviewed and approved by the employee and department leadership. Department leadership is responsible for ensuring the accuracy of timecards before submitting for payment. Any changes to the electronic timecard necessitated by inaccurate reporting or calculation must be discussed between department leadership and the employee.

Electronic timecards are records of hours worked and may be considered legal documents. They are the property of RCHSD. Falsification of recorded time worked may subject the employee to disciplinary action up to and including termination.

Employees are expected to badge in and out on-time and accurately, indicating all appropriate pay codes. Any employee demonstrating a pattern of missed or inaccurate electronic entries will be coached and may be disciplined, as appropriate.

It is the responsibility of the department leadership to have the department timecards accurately reviewed electronically prior to the close of each pay period and within the established payroll processing deadlines.

Electronic timecards will be maintained in the time and attendance system.

Timecards are to be approved by the appropriate level of management. In the event the minimum level of management is not available to approve the timecard, that authority must be delegated to the next higher level of management. Management may delegate their approval authority to an equal or lower level of management with prior VP approval. At no time, will approval be delegated to a non-management employee.

Employee Type	Minimum Level of Management Responsible for Approving Timecard
Employee	Supervisor
Supervisor	Manager
Manager	Director
Director	Senior Director or Vice President
Senior Director	Vice President
Vice President	Senior Vice President
Senior Vice President	CEO, CAO, CFO, CMO, COO

3.0 PROCEDURE

- 3.1 All non-exempt employees shall report their hours worked each working day by using an electronic badge reader, a designated web portal or the TimeCall system. Non-exempt employees will be required to record each start time and end time for each working period. Employees are required to notify department leadership if they were not able to take a full meal period or rest period. Missed meal periods must be recorded in the time and attendance system as outlined in Personnel Policy # 408 – Meal Periods. In the event an employee fails to clock in or out at the appropriate time, the employee will request an add clocking via the time and attendance system that reflects the actual time the employee began or ended work or a meal break. If an employee demonstrates a pattern of add clocking misuse, department leadership may initiate the discipline process.
- 3.2 Exempt employees will be required to report any exceptions to their full-time equivalency hours (paid leave, sick leave, etc.). This will be done by requesting a “calendar” through the time and attendance system’s web portal.
- 3.3 Department leaders reserve the right to designate specific electronic badge readers to be used for their department. Employees are required to badge in at their designated start time.
- 3.4 Non-exempt employees will be required to designate the applicable shift types worked (i.e., orientation, callback, charge, ECMO) by using an electronic badge reader, a designated web portal or the TimeCall system. The employee is also required to designate cost centers to be charged other than the employee's home cost center. In addition, when employees are transitioning from hours worked that are considered “productive” for productivity reporting purposes to those that are considered “non-productive” they will be required to badge into the “non-

productive” shift using the appropriate earnings code. Example: An employee attends a training session at the end of their regular shift. They will need to badge out of their regular shift and badge back in for the non-productive, training time.

- 3.5 At the end of each shift, the employee will review his/her electronic timecard. For any missed clockings the employee will notify his/her department leadership of the discrepancy. Department leadership will make changes requested by the employee, as appropriate.
- 3.6 At the end of each pay period, the employee will review his or her electronic time card. When the employee has completed review of his/her timecard and is certain of the accuracy of the time recorded (in conjunction with any outstanding requests) he/she will electronically approve his/her timecard. Department leadership will be notified electronically that the timecard is available for review and processing.
- 3.7 Department leadership shall review the timecard ensuring its accuracy and in accordance with hospital policy and collective bargaining agreements and shall notify the employee if corrections are necessary. Department leadership will then approve the timecard and submit records in accordance with the established Payroll deadlines. Department leadership’s approval of employee requests, which result in updates to the electronic pay record, will necessitate additional review and/or approval by the employee. The employee must approve the revised record.
- 3.8 In the event that an electronic badge reader is not functioning properly, employees should utilize a functioning alternative reader and submit requests for revised clocking to account for delays caused by the malfunctioning reader.
- 3.9 In the event of a temporary (lasting less than 24 hours) system outage, involving the web portal, electronic badge reader network and/or telephonic system, employees should make note of their in/out times and add these times to the electronic system as a clocking request once the system is restored.
- 3.10 In the event of a significant (lasting more than 24 hours) system outage, the Payroll Department will provide detailed instructions as to ensure timely and accurate reporting and payment of employee hours.

See Personnel Policy #308 - Shift Differential
 #309 - Specialty Differentials
 #310 - Standby and Call-Back Pay
 #402 - Overtime Rates
 #408 – Meal Periods
 #410 - Pay Corrections/Retroactive Pay
 #813 - Attendance

Supersedes Policy Dated October 2017