

**Pondera Medical Center
Administrative Policy/Procedure**

Policy Number: 84.04.2013.OP.48

TITLE: Time Clock Policy

AREAS AFFECTED: All Areas

PURPOSE:

The purpose of this policy is to outline time clock requirements and responsibilities to ensure the presence and absence of employees is accurately recorded and reported for computing pay, leave and allowances.

DEFINITIONS:

Non-exempt Employee: Employees who are paid an hourly rate for each hour worked.

Exempt Employee: Employees who qualify for exemption from minimum wage and overtime provision based on the provisions of the Fair Labor Standards Act (FLSA) and are paid a predetermined salary.

Shift Supervisor: Generally, an RN or LPN designated on the schedule as the responsible overseer of shift care and staff.

Habitually: On a regular basis, repeated over an extended duration, four or more times within a pay period for two consecutive pay periods.

Time-in: The time you arrive at work or return to work from a meal period and clock in.

Time-out: The time you break for a meal period or leave work and clock out for the assigned day or shift.

Missed Punch: A time-in or time-out that is not captured on the time clock.

POLICY:

All non-exempt employees working onsite are required to use the time clock to record hours worked and benefits utilized. Benefits should be recorded using the appropriate benefit codes in increments of one quarter ($\frac{1}{4}$) hour (15 minutes) for each scheduled workday. Hours worked are recorded at the time clock when employees arrive for work, take a meal break, return from a meal break, and leave at the end of the work day.

All exempt employees are required to record benefit hours on the time clock utilizing the appropriate benefit code in increments of $\frac{1}{4}$ hour for hours used each pay period.

Accurate, complete and timely reporting of time worked, meal periods, and/or leaves is the responsibility of the employee.

Employees may enter time only for themselves, no employee is allowed to clock in or clock out for another employee under any circumstance. Any falsification or misrepresentation of time and attendance information by employees, supervisors or managers may result in disciplinary action, up to and including termination.

Non-exempt employees working offsite and unable to access the time clock, will use paper time sheets to record hours worked and benefits utilized for each scheduled workday according to the Non-Exempt Employee Timesheet policy ([#84.08.2009.OP.05](#)).

Employees who arrive at work without a badge will be required to go home and get their badge or buy a new badge from payroll. If payroll is not available the employee may utilize a time clock correction form.

Time-in and Time-out

All employees are required to clock in and clock out for each day of work and for each meal period. For payroll purposes time-in is the time you arrive at work or return to work from a meal period and clock in. Time-out is the time you break for a meal period or leave work and clock out at the end of the assigned day or shift.

If the time clock is not working at time-in or time-out, complete a time clock correction form to have the appropriate time-in or time-out added for the date. Do NOT go to the time clock later in the day and clock in or out for the earlier missed punch.

If a clock in or out is missed, complete a time clock correction form to have the appropriate time-in or time-out added for the date. Do NOT go the time clock and clock in or out later in the day for the missed punch.

If a time-in or time-out is missed, continue to use the time clock for the next time-in or time-out; if you receive a warning message, click proceed to record the time in/out.

Employees who habitually neglect to clock in or out for any controllable reason within a pay period will be subject to disciplinary action up to and including termination.

Grace Period

Employee time will be recorded on the time clock system in 15-minute increments. For payroll calculation purposes, there will be an assigned seven and one-half (7 ½) minute grace period before and after the defined scheduled start time of the shift. All employees should clock in within the grace period for their scheduled work day/shift in order to be paid for the scheduled start time. For example, if an employee is scheduled to begin work at 7:00 a.m., the employee will be determined to have begun working at the scheduled time if their time-in is between 6:52:30 a.m. and 7:06:30 a.m.

The grace period is provided and is defined for payment purposes only. The grace period does not mean employees can routinely clock in up to seven and one-half (7 ½) minutes late. An employee is considered late for work whenever they do not clock in and arrive at their work station by their scheduled start time. Employees who habitually clock in late may be subject to disciplinary action up to and including termination.

Benefit Hours

Employees are required to record the number of hours of absence using the appropriate benefit code in increments of one-quarter (¼) hour for each day or days the employee is absent by utilizing the record miscellaneous time option at the time clock.

Use of Voluntary Expense Reduction Hours/Days is not available at the time clock. To request use of these benefits, complete the Voluntary Expense Reduction form and submit to Payroll by 11:00 a.m. on the Monday following the end of the pay period.

Use of Extended Illness Benefit (EIB) is not available at the time clock. To request use of these benefits, complete the Request for use of EIB form and submit to Human Resources by the last Wednesday of the pay period before payroll begins.

On Call Hours

Eligible employees are required to record the number of hours of on call using the appropriate on call code in increments of ¼ hour for each day or days the employee is on call by utilizing the record miscellaneous time option at the time clock.

An employee is considered to be on call if he/she has previously been informed by PMC of the on-call assignment and is required to inform PMC how they can be reached or to carry a cell phone in order to receive a call to work.

Call Back Hours

Eligible employees are required to clock in and clock out each time they are called back to work while on call using the appropriate call back setting at the time clock.

An employee is eligible for call back if they are considered on call as defined above and the employee is called back to work after they have completed their scheduled work and left the premises.

Reviewing Time and Flagged Errors

Employees are responsible for reviewing their time worked and benefit hours recorded each pay period to ensure accuracy and that there are no flagged errors, by utilizing the current pay period time and totals display option at the time clock.

Days with flagged errors will be highlighted in blue. Employees are required to complete a time clock correction form for all flagged errors promptly after finding these errors and prior to the end of the pay period.

By reviewing the electronic timecard, employees are attesting to the best of their knowledge that the information submitted is complete and accurate.

Correcting Inaccuracies and Omissions

Employees will have five (5) minutes from the time of original entry to remove and correct any in, out, and change entries made for the current day. Once the five (5) minutes has expired, employees are required to complete a time clock correction form for any known inaccuracies in time worked, meal periods, and/or benefit leaves promptly and prior to the end of the pay period.

Inaccuracies or omissions determined after the end of the pay period shall be submitted in the same manner and will be corrected on the following pay period. Prior pay period inaccuracies will only be corrected for the previous two pay periods.

Modifications to time worked and meal periods reported by the employee shall be limited to correction of missed punches and only with the written approval from the employee utilizing the time clock correction form.

Employees who habitually have flagged errors, inaccuracies, and/or omissions will be subject to disciplinary action up to and including termination.

Time Clock Correction Forms

Time clock correction forms must be completed by the employee utilizing military time and be signed and dated. It is necessary the form be completed entirely in order to properly process the correction(s) requested.

Time clock correction forms for the first Sunday of the pay period through the last Thursday of the pay period are due to Payroll by the last Friday of the pay period at 12:00 p.m. Time clock correction forms for the last Friday or Saturday of the pay period are due to Payroll by 11:00 a.m. on the Monday following the end of the pay period. Late time clock correction forms may be subject to disciplinary action and will not be processed until next pay period.

Manager Review and Approval of Time

On Monday following the end of the pay period, Managers shall print the payroll update report with weekly totals, by dept/name sequence with one employee per page. Managers are required to review each employee's time card to ensure accuracy.

Managers should verify all documented hours comply with facility policy. By signing the printed timecard, managers are attesting to the best of their knowledge that the information submitted is complete and accurate. Managers are required to return approved timecards to Payroll by 11:00 a.m. on the Monday following the end of the pay period. Late timecards may be subject to disciplinary action up to and including termination.

PROCEDURE:

1. Each employee is issued an employee identification badge to be used to access the time clock device.
2. Each employee is responsible for properly recording time and benefits on the time clock device. The time clock device automatically records the time transaction when properly activated.
3. Should an error be made when clocking in/out on the time clock device, a time clock correction form should be completed and submitted to Payroll promptly and before the end of the pay period.
4. Every effort is made to fairly record and compensate employees for the hours worked. It must be understood that the ultimate responsibility for time/attendance recording lies with each individual employee.
5. Human Resources or Payroll is responsible for instructing new employees on the correct use of the time clock.

Manager Review and Approval of Time

Supervisors/Managers will:

1. Verify job code and department are appropriate for each clock in.
2. Verify all benefit hours requested are utilized in accordance with facility policy. Benefit hours include: vacation = V, wellness = W, jury duty = J and bereavement = J.
3. Verify low census hours requested is equal to the total hours an employee was scheduled to work but did not work due to low patient census for the given day.
4. Verify on call hours recorded is less any worked hours for the given day. Total worked hours plus on call hours cannot exceed twenty-four hours in a given day.
5. Verify all call back hours are appropriate as defined above and designated as such.
6. Verify productive 1 + 2 + 3 + non-productive hours V + W + J + L + EIB + VERH – CB hours is equal to the employee’s FTE. If hours are below FTE scheduled per pay period, indicate the number of additional benefit hours needed to equal FTE; if no benefit hours are available, document the number of unpaid hours and the reason why they are unpaid.
7. Document total supervisor shift hours and total incentive shift hours on the bottom left side of the time card.
8. Sign the bottom of the time card at supervisor signature, certifying the timesheet has been verified for accuracy.

Date of Origin: 04/13
Date of Last Review: 05/15; 02/16; 04/17; 04/18; 05/19; 06/20
Date(s) of Revision: 02/14
Effective Date: 02/14

Contact Person(s): Director of Finance, Human Resources, Chief Executive Officer

Executive Approval: 

Date of Board of Director’s Review: 02/27/14

PONDERA MEDICAL CENTER

2021 Payroll Schedule

Pay Period	Beginning Date (Sunday)	Ending Date (Saturday)	Pay Date (Friday)	Deadline for Payroll Changes (Wednesday)
<i>Last Pay Period of 2020</i>				
	12/13/2020	12/26/2020	12/31/2020	12/23/2020
2021 Pay Periods				
1	12/27/2020	1/9/2021	1/15/2021	1/6/2021
2	1/10/2021	1/23/2021	1/29/2021	1/20/2021
3	1/24/2021	2/6/2021	2/12/2021	2/3/2021
4	2/7/2021	2/20/2021	2/26/2021	2/17/2021
5	2/21/2021	3/6/2021	3/12/2021	3/3/2021
6	3/7/2021	3/20/2021	3/26/2021	3/17/2021
7	3/21/2021	4/3/2021	4/9/2021	3/31/2021
8	4/4/2021	4/17/2021	4/23/2021	4/14/2021
9	4/18/2021	5/1/2021	5/7/2021	4/28/2021
10	5/2/2021	5/15/2021	5/21/2021	5/12/2021
11	5/16/2021	5/29/2021	6/4/2021	5/26/2021
12	5/30/2021	6/12/2021	6/18/2021	6/9/2021
13	6/13/2021	6/26/2021	7/2/2021	6/23/2021
14	6/27/2021	7/10/2021	7/16/2021	7/7/2021
15	7/11/2021	7/24/2021	7/30/2021	7/21/2021
16	7/25/2021	8/7/2021	8/13/2021	8/4/2021
17	8/8/2021	8/21/2021	8/27/2021	8/18/2021
18	8/22/2021	9/4/2021	9/10/2021	9/1/2021
19	9/5/2021	9/18/2021	9/24/2021	9/15/2021
20	9/19/2021	10/2/2021	10/8/2021	9/29/2021
21	10/3/2021	10/16/2021	10/22/2021	10/13/2021
22	10/17/2021	10/30/2021	11/5/2021	10/27/2021
23	10/31/2021	11/13/2021	11/19/2021	11/10/2021
24	11/14/2021	11/27/2021	12/3/2021	11/24/2021
25	11/28/2021	12/11/2021	12/17/2021	12/8/2021
26	12/12/2021	12/25/2021	12/31/2021	12/22/2021
<i>First Pay Period of 2022</i>				
1	12/26/2021	1/8/2022	1/14/2022	1/5/2022
*No Pay dates were adjusted due to Federal Holidays				