

Pondera Medical Center
Administrative Policy/Procedure

Policy Number: 84.11.2009.OP.05

TITLE: Non-Exempt Employee Timesheets

AREAS AFFECTED: All Areas

PURPOSE:

The purpose of this policy is to outline timesheet requirements, responsibilities and the process of completing the facility timesheet.

DEFINITIONS:

Timesheet: Legal document used to record hours worked by employees.

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

Mentor(ing): To guide or tutor students in the CNA training program on a shift.

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

POLICY:

Timesheets shall be completed on a shift by shift basis by the employee. All time shall be recorded in military time utilizing decimal format and rounded to the nearest ¼ hour. Seven minutes is the cutoff for rounding to the next ¼ hour. (IE: 8:00 – 12:00 – 13:00 – 17:15 = 8.25 not 8 hrs 15 minutes) see example below.

TIME		TIME		REG HRS
IN	OUT	IN	OUT	
8:00	12:00	13:00	17:15	8.25

Timesheets are considered legal documents; they shall be documented on utilizing ink and remain in the facility at all times. If an error is made on the timesheet, draw a line through the error, document the correct entry next to the error and initial the change.

Department managers shall calculate, approve, and verify all documented hours comply with facility policy prior to submitting timesheets to the Accounting department. Timesheets are due in the Accounting department by 11:00 am on Monday of payroll week. Late timesheets or changes to timesheets received after 11:00 am on Monday will be subject to disciplinary action and may not be processed until the following pay period.

PROCEDURE:

Employee Responsibilities:

Time In & Time Out (column 1-4) will be used by non-exempt employees to record in and out times worked, excluding call back. The first column will be used to record the time arrived at work, the second column will be used to record the time departed for lunch, the third column will be used to record the time arrived back at work from lunch, and the fourth column will be used to record the time departed for the day. If no lunch is taken, write “no lunch” across column 2 and 3.

Reg Hrs (column 5) will be used to record the total hours worked for the day excluding holidays.

OT Hrs (column 6) will be used to record the total overtime hours worked. Overtime is calculated on a 40 hour week, not an 8 hour day. No time will be recorded in the overtime column until the day when more than 40 regular hours for the given week has actually been worked.

Vac, EIB, Well (column 7-9) will be used to record vacation, extended illness, and wellness benefit hours used up to and not exceeding an employee's regular scheduled hours per pay period. No time will be recorded in the first through sixth column if utilizing benefit hours.

Wrkd Hol (column 10) will be used to record the total hours worked on a holiday. Designated holidays are paid at time and one half for any worked hours during the twenty-four hours spanning the holiday. This may or may not include the entire shift. Any hours not considered as worked holiday will be recorded in the regular hours column.

Oth (column 11) will be used to record jury duty or bereavement benefit hours used up to and not exceeding an employee's regular scheduled hours per pay period. No in/out times will be recorded in the first through sixth column if utilizing benefit hours.

On Call (column 12) will be used to record the total hours designated as on call. The total hours in this column plus any worked hours including call back may not exceed twenty-four hours in a given day. No in/out times will be recorded in the first through sixth column for on call time.

Call Back (column 13) will be used to record the total hours of call back while on call. No in/out times will be recorded in the first through sixth column for call back. Call back in and out times will be recorded on the back of the timesheet. Call back for less than one hour will be recorded as 1 hour, anything over 1 hour will be rounded to the nearest ¼ hour.

LC (column 14) will be used to record the total hours an employee was scheduled to work but did not work due to low patient census. No in/out times will be recorded in the first through sixth column for low census. If a partial shift is worked you will have in/out times for the worked hours only.

Department Allocation (column 15 -35) will be used to allocate worked hours to specific departments. The total worked hours for a given day will equal the sum of all allocated hours in column 15 – 35.

Additional Documentation:

Shift Worked: Place a "D", "E", or "N" next to the date to indicate if the shift worked was a day, evening, or night shift per department schedule.

Shift Supervisor: Place a "✓" or "S" next to the date to indicate the shift worked was done as a supervisor.

Mentoring Shift: Place an "M" next to the date to indicate the shift worked was done as a mentor.

Special Shift: Place an "*" next to the date to indicate a special shift was worked. In the employee comments row at the bottom of the timesheet, indicate why the shift was special.

1. On your last day worked for the pay period, total the hours in each column in the total hours row at the bottom of the timesheet.
2. Sign the bottom of the timesheet at employee signature, certifying the timesheet was completed by you and the hours and time documented are correct.

Supervisor/Manager Responsibilities:

1. Supervisor/Manager will verify time in and time out recorded in column 1 – 4 equals the total hours recorded in Reg Hrs column 5.
2. Supervisor/Manager will verify hours are not written in the OT Hrs column 6 until forty hours has been reached in the Reg hrs column 5 in a given work week.
3. Supervisor/Manager will verify vacation, extended illness, and wellness benefit hours requested in Vac, EIB, Well column 7 – 9 is available and utilized in accordance with facility policy.
4. Supervisor/Manager will verify worked holiday hours recorded in Wrkd Hol column 10 are hours designated as holidays and are worked during the twenty-four hours spanning the holiday. Any hours not considered as worked holiday will be recorded in the regular hours column.
5. Supervisor/Manager will verify jury duty and bereavement hours recorded in Oth column 11 is utilized in accordance with facility policy.
6. Supervisor/Manager will verify on call hours recorded in the On Call column 12 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.
7. Supervisor/Manager will verify call back hours recorded in the Call Back column 13 equals the total hours recorded on the back of the timesheet for call back.
8. Supervisor/Manager will verify low census hours recorded in the LC column 14 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.

9. Supervisor/Manager will verify all column totals recorded in the total hours row at the bottom of the timesheet.
10. Supervisor/Manager will verify the total hours allocated to specific departments in column 15 – 35 equals total worked hours in Reg Hrs column 5 plus OT Hrs column 6.
11. Supervisor/Manager will document total shift hours in the S1, S2, S3, S1OT, S2OT and S3OT boxes below the total hours row.
12. Supervisor/Manager will verify Reg Hrs column 5 + Vac column 7 + EIB column 8 + Well column 9 + Oth column 11 + LC column 14 is equal to an employee's regular hours scheduled per pay period. If hours are below regular hours scheduled per pay period, and no benefit hours are available, document the number of unpaid hours in manager comments and the reason why they are unpaid.
13. Supervisor/Manager will document total supervisor shift hours in the S.shift box and total mentoring hours in the M box below the total hours row.
14. Supervisor/Manager will sign the bottom of the timesheet at supervisor signature, certifying the timesheet has been verified for accuracy.

Date of Origin: 07/04

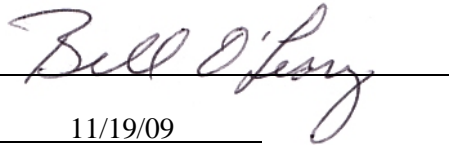
Date of Last Review: 06/05; 05/06; 05/07; 06/08; 07/09; 07/10; 07/11; 07/12; 05/13; 05/14; 05/15; 02/16; 04/17; 04/18

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Effective Date: 11/09

Contact Persons: Payroll; Accounting Department; Director of Finance

Executive Approval: _____



Date of Board Review: 11/19/09