



CARSON TAHOE
— HEALTH —

Title: Timekeeping	
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POLICY:

The automated timekeeping system is used for all employees to log and track their hours of work and all time off hours. This automated timekeeping system is the official, legal record of employee hours worked. These records are maintained for a specific period of time as outlined in state and federal law.

PURPOSE:

This policy defines the guidelines, requirements, and employee/supervisor responsibilities for maintaining and approving accurate time records.

PROCEDURE:

1. Exempt (salaried) employees (not CEO, Vice Presidents or Directors) are required to record their PTO, Major Sick and FMLA in the automated timekeeping system. They are not required to clock in and out each day they work. Exempt staff are paid their full daily salary when they are at work, regardless of the actual number of hours worked that day.
2. Exempt (salaried employees) CEO, Vice President and Directors are only required to record time taken as approved FMLA.
3. Non-exempt (hourly) employees must record their arrival and departure times every day they are at work.
 - 3.1. Non-exempt staff may use any PC that has the Time and Attendance system installed to log in and out. They are encouraged to use the PC closest to their department or the PC designated for use by department management.
 - 3.2. Staff must clock in at their arrival and clock out at their departure each day at the time they are ready to begin work and at the end of their work shift. Staff will log into the timekeeping system and the system will time stamp the beginning and end times. Employees who clock in or out at inappropriate times (e.g. to do personal business or get refreshments/food before they actually begin work) will be counseled as this is not work time and should be done before or after the shift or at break and lunchtime.

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- 3.3. Staff are expected to clock in at their scheduled times for work and the time stamp will record the actual time the employee clocked in and out. Employees may not clock in early or leave late without permission. For purposes of calculating actual pay, time is paid in quarter hour (15 minute) increments and is rounded up or down to the nearest quarter hour.

Rounding Rules			Examples		
Clock Range	Rounded Time	Quarter of a Hour	Clock In / Out	Rounded Time	
:52-:06	:00	0	7:06	7:00	
:07-:21	:15	0.25	7:07	7:15	
:22-:36	:30	0.5	7:22	7:30	
:37-:51	:45	0.75	7:37	7:45	

- 3.4. Employees must log in to the timekeeping system when arriving on site. Employees may not enter worked time by accessing the timekeeping system from an offsite computer, tablet, phone or device that has internet (without management approval).
- 3.5. The timekeeping system automatically deducts ½ hour for unpaid lunch when the work shift extends 5.5 hours or more.
- 3.5.1. Employees can override this automated unpaid lunchtime by selecting ‘Cancel Meal’ and entering a ‘1’ in the appropriate day.
- 3.5.2. If the employee does not take a meal break, they need to indicate “no meal” on the time record when they record their hours for that shift.
- 3.5.3. The automatic ½ hour deduction for the meal time occurs at the 5.5 hour mark of the shift.
- 3.5.4. If the employee clocks out and then back in to work at another time in the shift for reasons other than their unpaid meal break, and also takes the unpaid meal break, the employee must also clock out and then back in for their unpaid meal time.
- 3.5.5. Employees must clock out for lunch when they leave the work site premises for non work related reasons, and clock back in when they return. (See policy “Hours of Work”).
- 3.6. If an employee fails to clock in or out in the automated timekeeping system, the employee must promptly report the issue to their department manager for resolution. The employee will not be able to manually enter work time into their time sheet.
- 3.7. Employee Responsibility
- 3.7.1. It is imperative employees ensure they are promptly clocking in and out at the beginning and end of their shift so the timekeeping system accurately records the start and end time.
- 3.7.2. Failure to accurately clock in and out promptly will result in disciplinary action. Disciplinary action will result after four (4) missed punches unless special circumstances where the employee is not able to clock in due to patient critical / emergent situation.

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- 3.7.3. At the end of the pay period, the employee must review and finalize their timecard using the submit button. In doing this, the employee is certifying they have accurately entered their time in the system. The supervisor then reviews the timecard to approve for payment.
- 3.8. Management Responsibility/Approvals
 - 3.8.1. Managers, Supervisors or Directors should review time records frequently to address missed punches and inaccuracies.
 - 3.8.2. Managers, Supervisors or Directors must approve the time records by 11:00pm on the Monday after the end of the pay period.
 - 3.8.3. Managers will inform the affected employee of any changes made to the time record which changes the employee's total pay or benefits accrual.
- 3.9. Allowable modifications and alterations to the time records:
 - 3.9.1. Employees will enter their requests to use FMLA and Major Sick pay types. These entries are subject to review by Management after approval has been given by Human Resources if the supporting documentation is in place.
 - 3.9.2. Due to the flexibility of floating an employee's hours to various departments, Managers may enter the appropriate department codes for the hours worked by employees.
 - 3.9.3. Employees may float to other departments and work extra hours in a shift or in the pay period, resulting in eligibility for overtime pay per their designated shift agreement. However, since the liability for the overtime pay may be in the department where work was performed early in the day or week, Managers may request the overtime pay to be charged to the correct department by contacting Payroll by email to make the adjustment.
- 3.10. If an error is discovered after the paycheck is printed and distributed, corrections will be made as follows:
 - 3.10.1. Any overpayment will normally be deducted from the employee's next paycheck or other arrangements will be made for repayment.
 - 3.10.2. Any underpayment as a result of management error will be paid to the employee as soon as feasible. Any underpayment as a result of employee error will be paid to the employee on the next regular check run.