



## POLICY AND PROCEDURE

<b>Function:</b>	<b>Human Resources</b>	<b>Policy Number:</b>	<b>TH 509</b> <b>Replaces TMH HR43.0</b>
<b>Subject:</b>	<b>Time and Attendance System Guidelines</b>	<b>Distribution:</b>	<b>Thomas Health</b>
<b>Prepared By:</b>	<b>Vice President Human Resources</b>	<b>Effective Date:</b>	<b>November 1, 2020</b>
		<b>Last Review, Revision Date:</b>	
<b>Approved By:</b>	<b>COO</b>	<b>Approved By:</b>	<b>President/CEO</b>

### STATEMENT OF PURPOSE:

The purpose of this Standard Policy and/or Procedure is to outline the established guidelines regarding the automated Time and Attendance System.

### SCOPE AND RESPONSIBILITY:

Applies System- wide to include all Thomas Health Employees.

### TEXT:

Thomas Health will utilize an automated Time and Attendance Processing System to collect, record, calculate and report time and attendance dates on a consistent basis for employees. This data will then be electronically transmitted to the Payroll Department to perform the calculations necessary to determine the amount of compensation received by employees. The system will be maintained by the Department Managers and all time (productive and non-productive) will be reviewed and approved by the Department Manager and/or designee **PRIOR** to being forwarded to the Payroll Department for calculation of the employee's pay.

### DEFINITIONS:

For the purpose of this policy, the following definitions will be utilized:

**Department Manager:** The Director or any person assuming full management responsibilities of a department(s).

**Productive Time:** Any time an employee receives compensation for actual hours worked.

**Non-Productive Time:** Any time an employee is compensated, but does not actually work (i.e., sick time, vacation, holiday time, etc.).

### PROCEDURE:

## Time and Attendance System Guidelines

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1. All hourly employees will clock in upon beginning work and clock out upon completion of their work. The employee may use their ADP mobile app or a computer in their work area to clock in through ADP. The ADP system will record the actual time the employee activates the time system. Employees are not permitted to clock in until they are physically present in their home department. Employees are to clock out when finished working and when leaving their work area.
2. All employees are required to wear their employee badge face up with the picture visible any time they are being compensated. Deviation from this procedure requires approval from Administration or Human Resources.
3. Employees are responsible for maintaining their ID Badgepasses. There may be a replacement fee for lost badges. There will be no replacement fee if an employee has a name change or job title change.
4. All time will be rounded to the nearest quarter of an hour.
5. A seven minute rounding occurs when clocking in/out.

**EXAMPLE:** Start Time: 8:00 a.m.

\*(Incorrect clocking which will Badge Time: 7:52 a.m.

result in 15 minutes overtime) Calculated Time: 7:45 a.m.

**EXAMPLE:** Start Time: 8:00 a.m.

(Correct clocking in) Badge Time: any time between 7:53 a.m.-8:00 a.m.

Calculated Time: 8:00 a.m.

### **EMPLOYEES ARE NOT TO CLOCK IN EARLY OR OUT LATE RESULTING IN OVERTIME WITHOUT MANAGEMENT APPROVAL. This will also be counted as an occurrence.**

6. Tardy: When an employee fails to report to work or clock in within seven (7) minutes after their scheduled start time, without prior approval from management.
7. When an employee is pulled from one unit to another, the employee is required to transfer their time to the reassigned unit by entering a transfer code to the new cost center through ADP.
8. If, at any time, an employee is unable to clock in or out due to a system malfunction, they must report this information to their Department Manager immediately (or in the absence of the Department Manager, the person assuming management responsibilities for the department [i.e., the charge person] or in their absence, the Nursing Supervisor).
9. Falsification of a time card happens when employees provide inaccurate data about their hours worked. Claiming pay for hours not worked is considered fraud and will result in **IMMEDIATE TERMINATION** of employment. Clocking in or out for another employee is considered fraud and may result in **IMMEDIATE TERMINATION** of employment for **BOTH** employees.
10. All hourly employees are required to clock out at the beginning of their meal break and clock in upon completion of their meal break **only** when leaving the hospital premises.

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11. Employees may take up to two (2) 15 minute breaks (work load permitting) per shift. Work breaks may not be taken within the first two hours of a scheduled shift. Employees are not required to clock out for their 15 minute work breaks.
12. If an employee clocks in early or clocks out late **without management authorization** it will be counted as an occurrence of absence.
13. Three (3) tardies and/or three occasions of failure to clock in/out, or a combination of these in a six month period will equal one occurrence of absence.
14. Three (3) failures to clock out/in for a meal break when leaving premises within a six month period or less will be counted as an occurrence of absence.

Associated Policy: Attendance Control