



POLICY

Recording and Payment of Work Time

PURPOSE

The purpose of this policy is to describe how employees record their time and how the organization keeps accurate time records to ensure the proper payment of wages in compliance with applicable federal, state and local laws.

SCOPE

This policy applies to all employees of UMMS and its member organizations.

POLICY

The organization will pay all non-exempt employees for all hours worked and will pay non-exempt employees overtime for hours worked over 40 in a workweek. A workweek is defined as 7:30 a.m. Sunday -7:29 a.m. the following Sunday (Refer to HR Policy, Overtime Compensation). The organization will maintain accurate timekeeping records for non-exempt employees to ensure the proper payment of wages. Employee time will be recorded and timekeeping systems maintained by the organization as set forth in this policy. All required time records shall be completed by employees and timekeepers in a timely and accurate manner.

PROCEDURE

A. Recording Hours Worked

a. Non-Exempt (Hourly) Employees

A non-exempt employee must record their hours worked by clocking in at the start of their shift and out at the end of their shift on an automated time clock, except where only manual timekeepers are available.

Automated time clocks will be located in various areas of the organization. During department orientation, employees are notified of the location of the time clock they are to use when clocking in and out.

If an employee fails to clock in or out (or cannot clock in or out due to problems with his/her identification badge or mechanical problems with the time clock), the employee must notify his/her supervisor, department manager or shift coordinator within 30 minutes. The employee should use the approved exception notification system established for their shift or department. The employee must obtain appropriate manager approval and complete the required process via the designated form, electronically, or other forms of acceptable written documentation. Failure to submit required documentation before the close of payroll will result in the time worked not being processed until the following payroll period.



Non-exempt employees leaving the organization during the work day and outside of his/her scheduled meal break for any non-business related reason must clock out upon departure and clock in upon return. In all other cases, employees must obtain supervisory approval before departing the premises.

The determination of an employee's hours worked will be made by using the work time recorded on the time clock either via the employee's badge swipes or manual entry by the supervisor or timekeeper.

Employees will be paid from the time they clock in, until the time they clock out, subject to a 30-minute unpaid meal break (when an uninterrupted meal break is taken) according to the organization's specific timekeeping and payroll system rules. Upon clocking out at the end of each shift, employees will be asked to attest at the time clock or via time stamp if they have received a 30-minute uninterrupted meal period. The attestation requirement is only for employees who have worked six (6) hours or more on a given shift. If an employee is unable to attest at the time clock or time stamp, the employee should speak to their timekeeper. Please refer to applicable HR policies regarding meal and rest breaks.

b. Exempt (Salaried) Employees

Exempt (salaried) employees are not required to clock-in or out, but are required to regularly work their assigned FTE and to accomplish the work required by their position, even if this requires working more hours than their assigned FTE. Exempt employees who fail to meet their job requirements will be managed accordingly (Refer to HR Policy, Corrective Action).

B. Access to Time Records and Schedules

1. Confirming Accuracy of Records

Employees are strongly encouraged to review their time each week to ensure that it has been accurately recorded.

Non-exempt employees can review their time record at the Kronos time clock, through Kronos Mobile™ application, at the employee's computer workstation (for employees who utilize the computer to record time worked), or by contacting the employee's timekeeper.

Exempt employees can review their time record through the Kronos Mobile™, through the web based portal, or by contacting the employee's timekeeper.

An employee who believes that there has been an error in their pay, regardless of whether it is discovered before or after the employee's paycheck is issued, should contact Human Resources so that the matter can be promptly investigated and resolved. There shall be no retaliation against individuals for raising concerns about their compensation.

2. Scheduling, Including Requests for Paid Leave

Employees may review their schedules and request paid leave through Kronos.



Non-exempt employees can review their schedule or request paid leave at the Kronos time clock, through Kronos Mobile™, at the employee's computer workstation (for employees who utilize the computer to record time worked), or by contacting the employee's timekeeper.

Exempt employees can review their schedule and request paid leave through the Kronos Mobile™ application, through the web based portal, or by contacting the employee's timekeeper.

All employees must follow normal departmental procedures for reviewing and requesting schedule changes and leave.

The use of Kronos for reviewing time and scheduling is not compensable when performed during non-working time (before or after shift).

C. Employer Maintenance of Records

Timekeeping records are kept for a minimum of three (3) years.

D. Timekeeping Violations

The accurate recording of time not only ensures that employees are paid for all hours worked, but also prevents the organization from paying for time that has not been worked. For this reason, the following acts are considered timekeeping violations that may lead to corrective action, up to and including termination of employment:

1. Repeated failure to clock in or out that is not the result of a factor outside of the employee's control (for example, a non-functioning time clock).
2. Clocking in or out for another employee. All employees are responsible for recording their own work time.
3. Fraudulently recording time as working time when the employee is not at work (for example, clocking-in and then leaving the premises for non-work-related reasons including leaving after clocking-in to park vehicle or to purchase food or other items).
4. Working while off the clock. An employee who performs work when not clocked-in or after clocking-out may be subject to corrective action, up to and including termination from employment.
5. Working unauthorized overtime. Under normal circumstances, overtime must be approved in advance. An employee who works overtime without prior authorization will be paid for all hours worked, but may be subject to corrective action, up to and including termination from employment. Employees who are unable to accomplish their work within their regularly scheduled shift are encouraged to speak with their supervisor.
6. Failure to report known violations of this policy. Employees who have knowledge of policy violations must report those violations to their supervisor or Human Resources.

Any employee who has knowledge of activities that he or she believes may violate Federal, State and local laws and regulations, both civil and criminal has an obligation to report the matter immediately to his or her supervisor, Human Resources, the Compliance Department or Risk Management.



FAQ

Recording and Payment of Work Time

Q Why must non-exempt employees clock in and out for work?

A UMMS is committed to paying all non-exempt employees for all hours worked and will pay employees overtime as appropriate. By clocking in and out for shifts, you help ensure you are accurately paid for your work.

Q What should I do if I experiences a challenge with the timekeeping clock?

A If you have trouble clocking in or out, you should notify your supervisor, department manager or shift coordinator within 30 minutes of when the issue occurred and use the approved exception notification system established for your department.

Q Do I have the ability to review my time before I am paid?

A Yes. We encourage you to review your time each week to ensure it has been accurately recorded. You can do this at the Kronos time clock, through Kronos Mobile™ at your workstation (where available) or by contacting your timekeeper.

Q What should I do if I think there is an error in my pay?

A If you suspect an error in your pay, you should contact your manager or timekeeper as soon as possible so that the matter can be investigated, and any errors corrected. This applies regardless of whether you discover the suspected error upon reviewing your time or after you receive your paycheck.