



Series: 1200 Human Resources

Policy Name: **Employee Timekeeping**

Policy Number: 1206

Origination Date: 11/01/2013

Revision Date: July 1, 2018

Regulation:

Policy: Communities Connected for Kids will maintain current employee time records using the approved electronic time entry system. Employee time keeping will be periodically reviewed to ensure that the procedures comply with federal and state Departments of Labor wage and hour regulations.

Procedure:

1. Communities Connected for Kids shall process payroll in such fashion that all employees will receive an accurate distribution of wages.
2. All distributions of wages shall be based upon wage rate documentation maintained by Human Resources, hours worked that are documented and supported through supervisory approval, and all applicable federal and state regulations. Payments shall be made in accordance with Human Resources Policies (see Communities Connected for Kids Employee Handbook).

Time Keeping

Communities Connected for Kids utilizes Kronos Workforce Central as the timekeeping system for all employees.

- Employees will track their hours worked using one of the options below:
 - a) Exempt staff will utilize Kronos via web/internet/intranet to report exceptions on their Kronos time card.
 - b) Hourly employees will clock in and out for all hours worked using a time clock or Kronos Time Stamp via web/internet/intranet;
Hourly employees should review their Kronos timecards on a consistent basis (daily is suggested), to ensure the accuracy of their hours, notifying their supervisor of corrections that need to be made if hours are missing or overstated. Notifications to supervisors should be in writing.
- Supervisors need to complete edits/corrections to employee timecards on a



consistent basis (daily is suggested) to ensure that the employee will have the opportunity to review and approve their timecard, which correctly reflects all hours they are due, by the processing deadline;

- Employees need to approve their Kronos timecard prior to the payroll processing deadline. Supervisors are responsible for ensuring their employees are completing their approvals;
- Supervisors need to review and approve their employee Kronos timecards prior to the payroll processing deadline. The payroll processing deadline is 11:00 am for each Monday that falls prior to the next scheduled payday. If a federal holiday falls on that Monday, the payroll processing deadline will be 9:00 am on Tuesday. Payroll processing deadline is subject to change without notice.

Manual Time Entry

The Communities Connected for Kids Time Sheet can be utilized to track employee hours by completing the following information on the form:

- Home Department;
- Charge to Department;
- Employee Name — Please Print;
- Time In & Time Out — these are to be supplied for all physically worked hours for hourly or fluctuating work week employees;
- Daily Total of Hours — these are required to be supplied for exempt employees;
- Labor Code Used — this is to be supplied to identify what kind of wages are going to be paid — see Labor Code Used Key above signatures on form for explanation on what to use;
- Pay Period Begins — this is the date the pay period started on, to include the year;
- Dates — daily dates can be supplied to the right of the Pay Period Begins box;
- Employee Signature;
- Supervisor Name — Printed;
- Supervisor Signature

Failure to supply the above required information may result in hours not being able to be paid out as a result of insufficient information.

Time Correction



1. The Communities Connected for Kids Time Correction Form will be the only form utilized to document hours owed to or were overpaid to an employee in the primary job.
2. The following information needs to be completed on the form by the employee:
 - Employee Name (Printed);
 - Home Department;
 - Pay Period Ending — this is the pay period in which the hours should have been paid or were overpaid;
 - Reason for Correction — provide justification for why the hours were not paid or were overpaid;
 - Hours to Be Added — this section is to be completed when hours are owed to an employee. The following information needs to be supplied:
 - a) Date — the date of when the hours were worked or are owed for;
 - b) Time In & Time Out — these must be supplied, noting AM or PM, for all hours owed to an Hourly or Fluctuating Work Week employee;
 - c) Benefit Category — to be completed, noting the appropriate category of hours, when the employee is owed HML, TOB, WC, Admin Leave, Bereavement, Jury, etc.;
 - Total Hrs — to be completed with the number of hours owed, when the Benefit Category is completed.
 - Hours to be Deleted — this section is to be completed when an employee was overpaid hours. The following information needs to be supplied:
 - a) Date — the date of when the hours were overpaid to the employee;
 - b) time In & Time Out — these must be supplied, noting AM or PM, for all hours overpaid to an Hourly or Fluctuating Work Week employee;
 - c) Benefit Category — to be completed, noting the appropriate category of hours, when the employee has been overpaid HML, TOB, WC, Admin Leave, Bereavement, Jury, etc.;
 - d) Total Hrs — to be completed with the number of hours overpaid to the employee, when the Benefit Category is completed.
 - Employee Signature;
 - Date Form Completed (by employee).
3. The following information needs to be completed on the form by the employee's supervisor:
 - Supervisor To Answer The Following Questions — to help with understanding why a time correction is being completed and whether or not a manual check will be processed, the following questions must be answer by the employee's supervisor:
 - a) Did Employee Approve Kronos Timecard?



- b) What Date Did Employee Approve It?
- c) Hours Not In Kronos Do To Employee Error?
- d) Hours Not In Kronos Do To Supervisor Error?

- Supervisor's Name (Printed);
- Supervisor's Signature;
- Date — when supervisor complete their section of the form.

4. The following information is optional, when completed by the applicable individual:

- Program Coordinator's Name (Printed);
- Program Coordinator's Signature;
- Date — when program coordinator completed their section of the form.
- Person Completing Kronos Edit (Printed);
- Kronos Editor's Signature;
- Date — when Kronos editor completed the correction in Kronos.

5. Failure to supply the above required information may result in hours not being able to be paid out as a result of insufficient information.

6. Manual checks will not be issued when:

- Employee fails to review and approve their Kronos timecard by the processing deadline;
- Employee fails to notify their supervisor of needed changes prior to the processing deadline;
- Employee approved timecard prior to the date of the error or errors.
- Employee is owed Lead Supervisor Differential, On-Call Differential, Charge Nurse Differential, Weekend Shift Differential (Nurses), Second Shift Differentials or Third Shift Differentials.

Approved: Carol Deloach

Carol Deloach, CEO

July 1, 2018