TIME & ATTENDANCE

EMPLOYEE’S TIMECLOCK GUIDE
Timekeeping Policies

Timekeeping Record (MA1028)-The Automated Time and Attendance System is used as the primary source of timekeeping in computing the employee’s wages earned and, as such, is the official record of payment for hours worked.

All non-exempt employees will use the automated time and attendance system using designated Timeclock devices. Exempt employees will use the time and attendance system to document Paid Time Off, Education, etc.

The following are considered violations of the Methodist Hospital Standards of Conduct policy (MA414) and are grounds for disciplinary action, up to and including immediate termination. If you have questions or concerns, speak with your supervisor, manager, or director.

- Employees may not knowingly clock another employee’s time or have someone else clock in/out for them or falsify their time in any other manner.

- Employees may only use authorized timeclocks to clock in/out.

- Repeated failure to clock in or out and excessive erroneous corrections, and/or missed time transactions by the employee may result in disciplinary action.

- In cases of employee error, employees must Log onto the API Time and Attendance Web Portal to submit a request or complete a Time and Attendance Correction Request Form to their timekeeper/supervisor. Uncorrected mistakes will not be paid on your pay check for that pay period. No special checks will be issued. Employees will be paid on the next regular paycheck.

NOTE: Your entries into the timekeeping system are your official recorded times. Even if there are no corrections you will still be required to sign your attestation (approval) daily.

Time and Attendance Procedures

The following charts give you step-by-step instructions for recording your time using the Time-clock. The Time-clock requires you to scan your finger print as a confirmation.
1. Swipe your badge in front of the badge sensor to clock in/out for your shift and for meal out/in.
2. The system will ask you to scan your finger as confirmation.
3. Once successful, the time-clock will ask you if the punch is your final punch.

4. If no, confirm the action by pressing **NO** and press **COMPLETE ENTRY** to complete your Clocking.

5. If yes, review the attestation on the next screen and press **YES** if you agree. If you do not agree, press **NO**. If you noticed any incorrect hours, please correct your timecard through the API Time and Attendance web portal or submit a Time and Attendance Correction form to your manager and/or Timekeeper.
Clocking for Orientation, Education, Called Back, Meal Shortened Mandatory, Low Census, Leave Premises, Litigation, Return to Premises, and/or Return to Work

1. Swipe your badge in front of the badge sensor.
2. The system will ask you to scan your finger as confirmation.
3. Once successful, the time-clock will ask you to confirm if the punch is your final punch. Confirm the action by pressing YES OR NO to select the appropriate transaction.

4. Press on PRODUCTIVE TIME to select type of transaction for your clocking.

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**Good Afternoon Kathy,**

Is this your final out punch? If so, press Yes, otherwise, press No.

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**Good Afternoon Kathy,**

What would you like to do?

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<table>
<thead>
<tr>
<th>Productive Time</th>
<th>Complete Entry</th>
<th>Cancel Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="Checkmark" alt="Checkmark" /></td>
<td><img src="Checkmark" alt="Checkmark" /></td>
<td><img src="Cross" alt="Cross" /></td>
</tr>
</tbody>
</table>
5. Press the box next to **SPECIAL CODE 1**. Select the **SPECIAL CODE** that applies and then **FINISH**.

6. Once successful, the time-clock will ask you to confirm the transaction. Confirm by pressing **COMPLETE ENTRY**.

**Clocking for Float Department and/or Alternate Position**

1. Swipe your badge in front of the badge sensor.
2. The system will ask you to scan your finger as confirmation.
3. Once successful, the time-clock will ask you to confirm if the punch is your final punch. Confirm the action by pressing **NO** to select the appropriate transaction.
4. Press on **PRODUCTIVE TIME** to select type of transaction for your clocking.

5. Press the **NEXT>>** icon.
6. Press the **Cost Center and/or Job Class** field and enter or select Cost Center and/or Job Class that applies. Click on **FINISH** once complete.

7. Once successful, the time-clock will ask you to confirm the transaction. Confirm by pressing **COMPLETE ENTRY**.
Enter PTO, Unscheduled Paid Time Off, or Unpaid Time Off

1. Press the **NON PRODUCTIVE TIME** function.

2. Swipe your badge in front of the badge sensor. The system will ask you to scan your finger as confirmation.

3. Press on the **Enter Date** field. Choose the day(s) that you will be entering time in for by either pressing on the day/s or press and drag your finger for consecutive days.
4. Press on the **Enter Pay Code** field. Choose from the list on the right which function you want to enter.

```
Number  Description
1       Paid Time Off
2       Unscheduled Paid Time Off
3       Unpaid Time Off
```

5. Press on the **Enter Hours** field. Enter the amount of PTO using the key pad at the bottom right corner.
   a. Example: For 5 hours and 30 minutes of PTO, you must enter 5.5
   b. Example: For 15 minutes of PTO, you must enter 0.25

6. Press on the **Enter Start Time** box.
   a. **Full Day of PTO**: Enter your normal start time.
   b. **Partial Day of PTO**: Enter the time you are leaving to start your PTO.
7. When you are finished, click the **FINISH** button at the bottom of the screen.
8. Once successful, the time-clock will ask you confirm the transaction. Confirm by pressing **COMPLETE ENTRY**.

![Timecard Image]

**To View Timecard and other employee information:**

1. Press on the **Employee Information**

![Employee Information Image]

2. Press on **Report** to review timecard details.
3. Select the Pay Period.

4. After you review your timecard and if you noticed any incorrect hours, please correct your timecard through the API Time and Attendance web portal or contact your manager and/or Timekeeper.

To View PTO & XSL Balance

1. Press on the Employee Information

2. Press on the Employee icon.
3. Press on the **Benefit Balances**.

![Image of Benefit Balances]

**Time and Attendance Correction Request Form**

You will use this form to request changes to your clocking transactions. You are responsible for reviewing your clocking transactions.

- If you realize you have an error or missed a clocking transaction, you must complete a TIME AND ATTENDANCE CORRECTION REQUEST (see example on next page) and submit it to your timekeeper/supervisor for approval and correction.

- You must request Bereavement and Extended Sick Leave time on this form. When you attend off-site education or litigation you must report it to your timekeeper/supervisor on this form.

- Your timekeeper/supervisor will review your request and make the necessary adjustments in the system.

- The original TIME AND ATTENDANCE CORRECTION REQUEST will be sent to the Payroll Department after it has been processed and signed. A copy is to be maintained in the employee’s departmental file.

**Timekeeper/Supervisor Input of Employee Time**

It is occasionally necessary for a timekeeper/supervisor to input an employee’s clocked or non-clocked transactions (ie., PTO, Stand-by). In such circumstances, the timekeeper/supervisor simply follows the instructions in this guide using the employee’s number.

**NOTE:** The unit or department assigned timekeeper/supervisor is the only person who may input time for employees.
### Payroll/Human Resources Directory

#### Payroll

Cathy Childress ........................................ 3406  
Joyce Lumbres ......................................... 3407  
Marta Jamroz ........................................... 3405

#### Human Resources

Kathy Huynh ............................................. 6961  
Ryan Townsend ........................................ 3660