



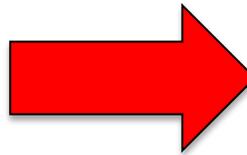
METHODIST HOSPITAL

The Next Generation of Care



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.

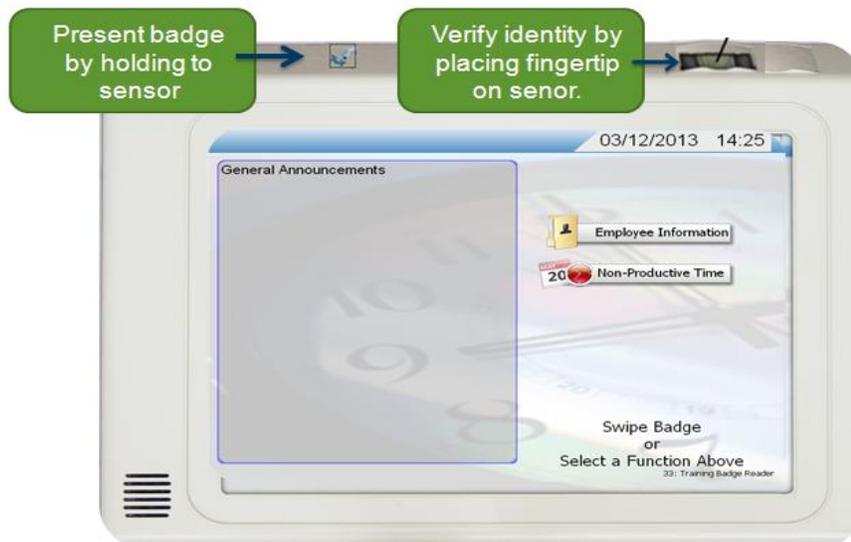
The following are considered violations of the Methodist Hospital Standards of Conduct policy (MA414) and are grounds for disciplinary action, up to and including immediate termination. If you have questions or concerns, speak with your supervisor, manager, or director.

- 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.



TO CLOCK IN/ CLOCK OUT/ MEAL OUT/ & MEAL IN

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.

03/14/2013 14:21

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

Yes

No

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

03/12/2013 14:38

Good Afternoon Kathy,
What would you like to do?

Productive Time Complete Entry Cancel Entry

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.

03/14/2013 14:21

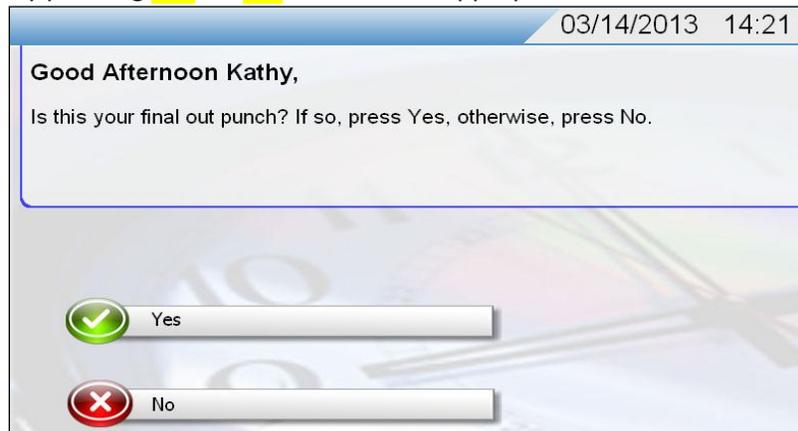
Good Afternoon Kathy,
I certify the hours I recorded are correct, that I was authorized and permitted to take rest periods and provided with meal periods per the Meal/Rest Period Policy, and I was not required to work fewer hours than in my AWS agreement (i.e. 10 or 12 hr shifts).

Yes

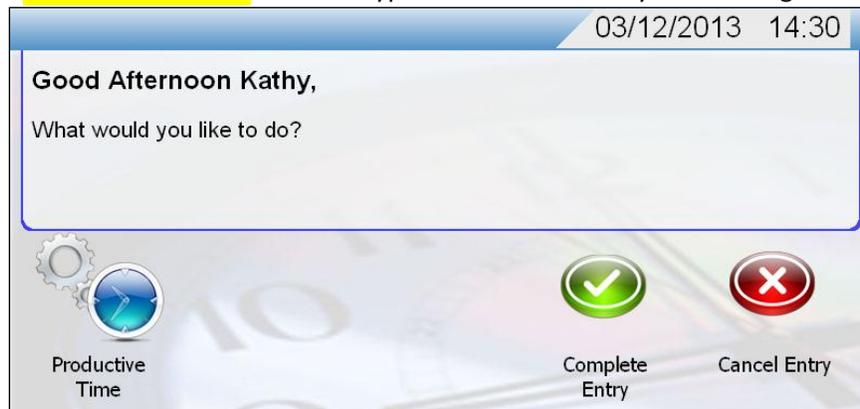
No

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.



5. Press the box next to **SPECIAL CODE 1**. Select the **SPECIAL CODE** that applies and then **FINISH**.

03/12/2013 14:30

Kathy, Please enter your productive time.

Enter Special Code

Number	Description
1	NO LUNCH
3	Orientation
4	Education
6	Called Back
8	Meal Shortened Mandatory
9	Meal Break
10	Low Census
11	Leave Premises
12	Litigation
13	Return Premises
14	Return to Work

<< Back Next >>

Cancel Clear Form Finish Show Keypad

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

03/12/2013 14:31

Kathy, To submit transaction press Complete.

Enter Special Code: Education Enter Cost Center:

Enter Special Code: Enter Job Class:

Enter Special Code:

Enter Special Code:

Enter Special Code:

Complete Entry Cancel 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.

03/14/2013 14:21

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

Yes
 No

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

03/12/2013 14:30

Good Afternoon Kathy,
What would you like to do?

Productive Time
 Complete Entry
 Cancel Entry

5. Press the **NEXT>>** icon.

03/12/2013 14:30

Kathy, Please enter your productive time.

Enter Special Code

Number	Description
1	NO LUNCH
3	Orientation
4	Education
6	Called Back
8	Meal Shortened Mandatory
9	Meal Break
10	Low Census
11	Leave Premises
12	Litigation
13	Return Premises
14	Return to Work

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.

03/12/2013 14:30

Kathy, Please enter your productive time.

Enter Cost Center

Enter Job Class

Number	Description
1253	Transition Training
1254	Transition Nursing
1255	Transition Budget Ancillary
1256	Transition Support
1257	Transition Logistics
1258	Transition Communications

1 2 3 Clear
4 5 6
7 8 9 Enter
0 .

<< Back Next >>

Cancel Clear Form Finish

03/12/2013 14:31

Kathy, Please enter your productive time.

Enter Cost Center

Enter Job Class

Number	Description
100260	Director-MCH Services
100270	Director-Nursery School
100290	Director-Education
100300	Director-Laboratory
100310	Director-Material Management

1 2 3 Clear
4 5 6
7 8 9 Enter
0 .

<< Back Next >>

Cancel Clear Form Finish

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

03/12/2013 14:31

Kathy, To submit transaction press Complete.

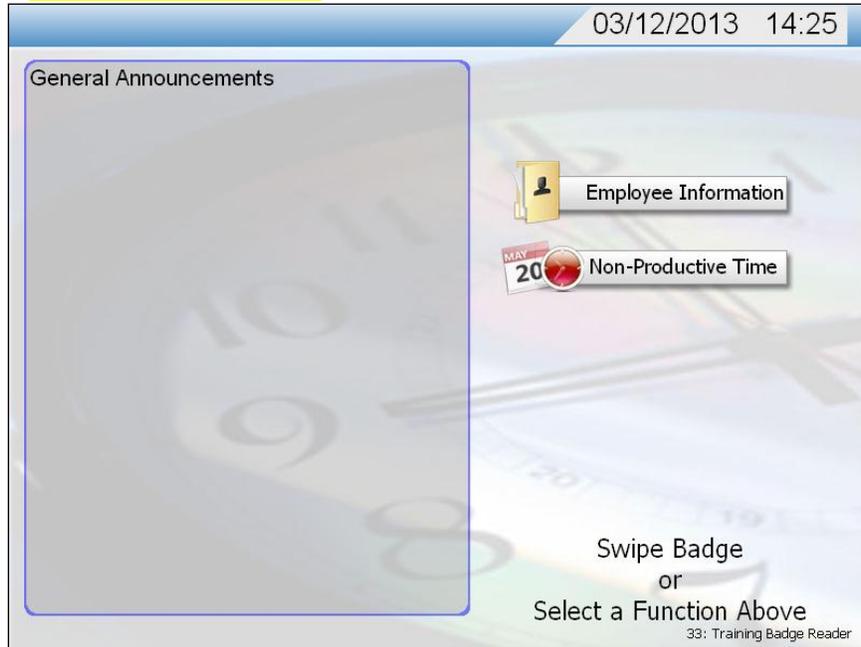
Enter Special Code: Enter Cost Center: 6172 - 2 Tower
Enter Special Code: Enter Job Class: 120020 - Charge Nurse
Enter Special Code:
Enter Special Code:
Enter Special Code:

Complete Entry Cancel 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.

The screenshot shows a form titled 'Kathy, Please enter your calendar time.' with the date and time 03/12/2013 14:32. The form contains several input fields, each with an asterisk indicating it is required:

- Enter Date**: A yellow highlighted text input field.
- Enter Pay Code**: A text input field.
- Enter Hours**: A text input field containing '00.00'.
- Enter Start Time**: A text input field with a colon separator.
- Enter Cost Center**: A text input field.

Below the input fields is a legend: a green square for 'Selected Date' and a blue square for 'Not Selected (Current Month)'. To the right is a calendar for March 2013. The calendar shows days from 24 to 31, with the 1st, 2nd, 3rd, 4th, 5th, and 6th highlighted in blue, indicating they are selected. At the bottom of the form are buttons: '<< Back', 'Next >>', 'Cancel', 'Clear Form', 'Finish', and 'Done'.

* Fields marked with an asterisk are required

4. Press on the **Enter Pay Code** field. Choose from the list on the right which function you want to enter.

Kathy, Please enter your calendar time.

03/12/2013 14:33

Enter Date: 03/18/2013 *

Enter Pay Code: 1 - Paid Time Off *

Enter Hours: 00.00 *

Enter Start Time: _:_ *

Enter Cost Center: _____

* Fields marked with an asterisk are required

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

<< Back Next >>

Cancel Clear Form Finish Show Keypad

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

Kathy, Please enter your calendar time.

03/12/2013 14:33

Enter Date: 03/18/2013 *

Enter Pay Code: 1 - Paid Time Off *

Enter Hours: 08.00 *

Enter Start Time: _:_ *

Enter Cost Center: _____

* Fields marked with an asterisk are required

<< Back Next >>

Cancel Clear Form Finish

1 2 3 Clear
4 5 6
7 8 9 Enter
0 .

6. Press on the **Enter Start Time** box.
- Full Day of PTO**- Enter your normal start time.
 - Partial Day of PTO**- Enter the time you are leaving to start your PTO.

Kathy, Please enter your calendar time.

03/18/2013 *

Enter Date: 03/18/2013 *

Enter Pay Code: 1 - Paid Time Off *

Enter Hours: 08.00 *

Enter Start Time: 07:00 *

Enter Cost Center: _____

* Fields marked with an asterisk are required

Midnight = 0000 6:00pm = 1800
1:00pm = 1300 7:00pm = 1900
2:00pm = 1400 8:00pm = 2000
3:00pm = 1500 9:00pm = 2100
4:00pm = 1600 10:00pm = 2200
5:00pm = 1700 11:00pm = 2300

<< Back Next >>

Cancel Clear Form Finish

1 2 3 Clear
4 5 6
7 8 9 Enter
0 .

- When you are finished, click the **FINISH** button at the bottom of the screen.
- Once successful, the time-clock will ask you confirm the transaction. Confirm by pressing **COMPLETE ENTRY**.

03/12/2013 14:34

Kathy, To submit transaction press Complete.

Enter Date: 03/18/2013 Enter Job Class:

Enter Pay Code: 1 - Paid Time Off

Enter Hours: 08.00

Enter Start Time: 0700

Enter Cost Center:




Complete Entry Cancel Entry

To View Timecard and other employee information:

- Press on the **Employee Information**

03/12/2013 14:25

General Announcements

 Employee Information

 Non-Productive Time

Swipe Badge
or
Select a Function Above

33: Training Badge Reader

- Press on **Report** to review timecard details.

Home Employee **Reports** Review Detailed Timecard

Good Afternoon, Kathy
Last calculated on 03/12/2013 14:32

Unread Messages

Priority	Severity	From	Subject	Date
		System Account	Sign Off Removed Notification	03/05/2013
		System Account	Sign Off Removed Notification	03/05/2013

Announcements

Priority	From	Subject	Date
There are no items to display			

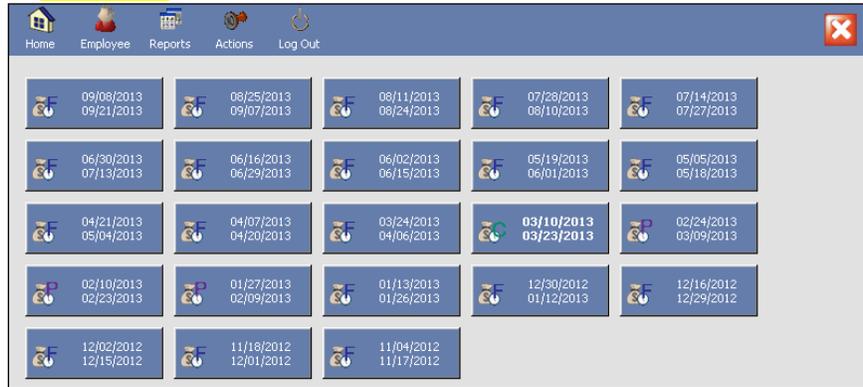
Today's Schedules

Date	Activity	Time	Hours	Payroll	Unit	Job Class
There are no items to display						

Today's Transactions

Date	Time	Hours	Code	Payroll	Unit	Job Class
Tue 03/12/2013	07:00	8.00	PTO	MHRG	8650.02	110580

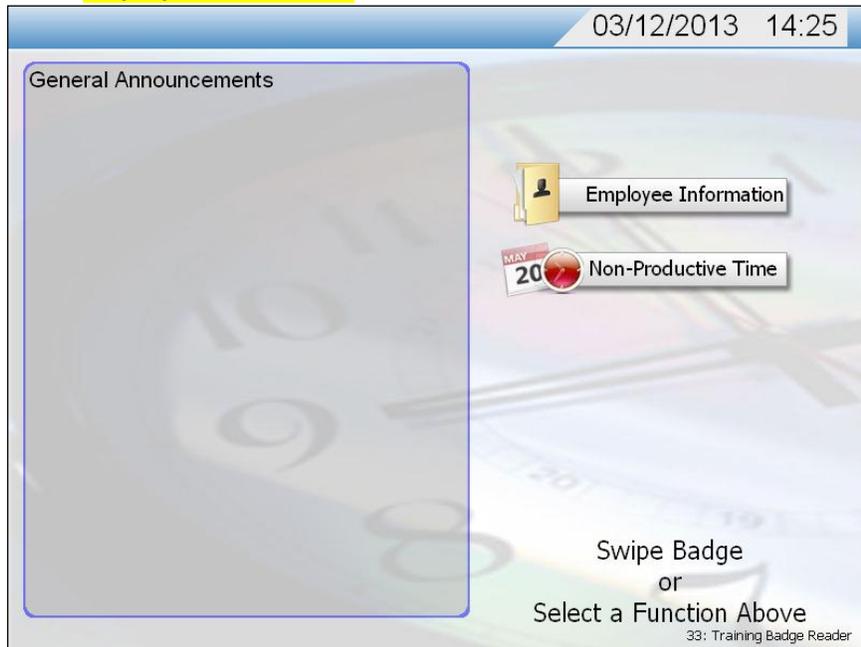
3. Select the **Pay Period**.



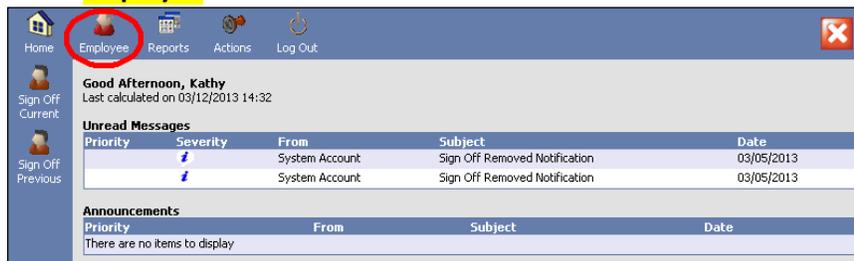
4. After you review your timecard and if you noticed any incorrect hours, please correct your timecard through the API Time and Attendance web portal or contact your manager and/or Timekeeper.

To View PTO & XSL Balance

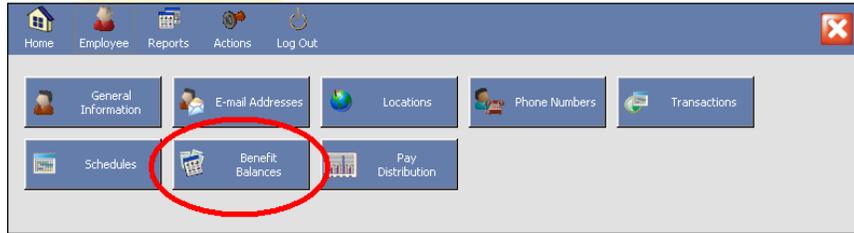
1. Press on the **Employee Information**



2. Press on the **Employee** icon.



3. Press on the **Benefit Balances**.



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.



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TIME AND ATTENDANCE CORRECTION REQUEST

NAME:		EMPLOYEE NUMBER:						
DEPARTMENT NAME:				DEPT #:				
INSERT DATE TO BE CORRECTED: _____								
FUNCTION	TIME/HOURS	COMMENTS	ADD	CHANGE				
BEGIN WORK								
END WORK								
NO MEAL BREAK								
BEGIN STANDBY								
END STANDBY								
BEGIN CALL BACK								
END CALL BACK								
FLOAT DEPARTMENT								
FLOAT JOB CLASS								
LOW CENSUS								
PTO								
PTO SICK								
XSL								
OTHER								

EXPLANATION:

EMPLOYEE SIGNATURE

DATE

INSTRUCTIONS

1. Fill in your name and employee number at the top of the page.
2. Fill in the date for which the correction should be made.
3. Write in the correct or missed clocking transaction. Include any other necessary instructions (i.e., different cost center, job class etc).
4. Give a brief explanation as to why your clocking transaction was incorrect/missed.
5. Sign and date the form and submit it to your timekeeper/supervisor.
6. **IMPORTANT:** This form is to be completed as soon as you are aware of a timekeeping error. Corrections must be submitted to your timekeeper/supervisor by 10:00am of the Monday preceding payday.

INPUT DATE: _____

TIMEKEEPER/SUPERVISOR INITIALS: _____

MANAGER INITIALS: _____

Payroll/Human Resources Directory

Payroll

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

Human Resources

Kathy Huynh 6961
Ryan Townsend 3660