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| Timekeeping | **Last Revision:** | August 2018 |
| **Last Reviewed:** | August 2018 |
| **Applies to the following THA Group of Companies:** | * Island Health Care * Island Hospice * Independent Life at Home * RightHealth® * THA Services * Palliation Choices |
| **Included in the following THA Manuals:** | Administrative Policies & Procedures  Talent Management |

### PURPOSE

Federal and state laws and regulations require employers to maintain accurate records of time worked by non-exempt employees. In addition, timely and accurate records ensure timely and accurate wage payments.

### POLICY

It is THA Group’s policy that all non-exempt employees accurately record their work time in the Timekeeping system on a daily basis. Employees are required to enter and save their actual work time at the end of each pay period for approval.

In support of this, THA Group utilizes Easy Clocking Timekeeping system to record worked and non-worked time for non-exempt employees. This platform provides a more efficient process of reporting and storing timekeeping records enterprise-wide.

The timekeeping system integrates with the payroll system for the accurate payment of hourly wages and overtime payments. All non-exempt employees are required to input their daily time worked and time away from work in this system and their leaders are responsible for approval on a weekly or bi-weekly basis, depending on employee’s pay cycle. Leaders are required to review and approve all work time submitted by these employees no later than 12:00 p.m. EST on the Monday of the pay period week.

**If you are a McKesson user:** You must complete documentation while in the patient’s home. This is by far the most efficient and effective method of documentation. Following proper procedure when documenting visits allows for efficiencies in our billing department, and reduces clinical error. Employees must follow proper documentation procedure, and verify the accuracy of their work in order to assure the timeliness of their paycheck.

**If you do not have access to McKesson:**  You must submit a visit log slip and documentation of patient care. This documentation is vital to the accuracy of both employee paychecks and the patient’s record. It is required that all visit log slips are submitted within 7 days.

**If you are included in THA Services Staff:** Time allocation must be documented on the approved THA timesheet and submitted to your leader for approval.

**Failure to Submit Time**  
Employees who fail to submit timely and accurate work time at the end of each day or fail to submit work time at all may be subject to corrective action, up to and including separation.

**Misrepresentation of Time Worked**  
Misrepresentations violate this policy and the [Code of Conduct and Business Ethics](http://i-news.thehartford.com/servlet/Satellite?pagename=HIGCommon/Utility/LoadFile&fileid=1156981897224).

Any employee who knowingly misrepresents or falsifies documentation about their time worked will be subject to corrective action, up to and including separation.  
   
**Failure to Approve Time -**It is the leaders’ responsibility to review and approve timesheets before the applicable deadline.

The Company, however, recognizes that there may be situations where it is not possible for a leader to review time on a timely basis. These circumstances include, but are not limited to:

* When the employee failed to submit time in a timely manner
* When the leader is out of the office due to an unforeseen event and does not have a proxy; or
* When further investigation is needed regarding the time submitted to determine whether it is appropriate for approval.

Leaders and employees are responsible for adherence to company policy. Failure to do so may result in corrective action up to and including separation.

### PROCEDURE

1. Employees must “sign into” the computer system at the start of their scheduled work shift **no earlier than seven (7) minutes before their start time unless overtime has been approved**. Time recorded seven (7) minutes before the start of the work shift will be treated as if the employee had “signed in” exactly on the shift start time. Employees must “sign out” no later than seven (7) minutes after the end of their scheduled shift unless overtime has been pre-approved. Time recorded within seven (7) minutes after the end of the work shift will be treated as if the employee had “signed out” exactly on the shift end time. **Leader approval for actual overtime work is required.**

#### If a mistake is made when “signing in” or if an employee forgets to “sign in” then that employee must notify his or her leader immediately. The leader will document in the easy clocking system the reason for any clock ins entered by the leader and not the employee.

1. Lunch breaks will be auto generated by the timekeeping system. Lunch breaks are unpaid. Lunch breaks must be at least 30 minutes long. Each employee should make every effort to return from lunch timely. Any lunch breaks lasting longer than 37 minutes must be approved in advance and reported to the leader to make a correction in the timekeeping system to account for the additional time missed. If something unexpected occurs that prevents an employee from returning on time, the employee must immediately report to their leader the additional time that was missed so the time can be corrected. Failure to take a full 30 minute lunch or return to lunch timely may result in corrective action up to and including separation.
2. No employee is permitted to “sign in or sign out” for another employee. Both the employee who is observed recording another employee’s start or stop times and the employee who was being “signed in or out for” may be subject to corrective action, up to and including separation.