

**NORTHEAST HOSPITAL CORPORATION  
HUMAN RESOURCES POLICIES AND PROCEDURES**

POLICY #: 3.2

POLICY NAME: Time Cards, KRONOS, Time and Attendance and Paychecks

APPLIES TO: All Non Exempt Hospital and NMP Employees Not Covered by a Collective Bargaining Agreement

**POLICY**

**PAY PERIOD**

Each pay period is a fourteen (14) day period that begins with the day shift on Sunday and ends with the night shift on Saturday of the following week.

Each pay week during the two week pay period will stand alone. Overtime for hours worked over 40 in a pay week or over 8 in a day (or the normal shift in the case of those employees who work a normal 10 or 12 hours shift) will be calculated on a weekly basis. The total hours for the two individual weeks making up the pay period will be combined into one paycheck for the two week pay period.

Paychecks are distributed bi-weekly basis, and cover the payroll period ending the preceding Saturday. When a payday falls on a holiday, paychecks are distributed the previous working day. However, direct deposit may be delayed based on the holiday schedule of the bank.

**TIME CARDS AND KRONOS TIME AND ATTENDANCE SYSTEM**

There are two systems for recording hours of work.

1. A time card is the formal record of hours worked for all employees not on the KRONOS Time and Attendance System. The time card is the basis upon which weekly pay is determined.
2. KRONOS Time and Attendance system is utilized to record hours of work for employees where the system has been implemented and is the official basis upon which pay is determined.

Regardless of the system used to record hours of work, to ensure accuracy Employees are encouraged to review the Kronos punches at the time clock, or their actual recorded time on their time card, prior to the end of the pay period. Any discrepancies should be reported to the Manager immediately to correct the record of time worked, and to ensure that employees are paid in accordance with Hospital policy and all State and Federal Wage and Hour Laws.

**KRONOS TIME AND ATTENDANCE PROCEDURE:**

RESPONSIBILITY	ACTION
EMPLOYEE	<ol style="list-style-type: none"><li>1. Utilizes issued KRONOS employee card to record time spent at work by swiping upon start of work shift and again upon end of work shift. Utilizes KRONOS clock closest to assigned work area.</li><li>2. Communicates to Manager requests for time off or use of PTO or other non-productive time in accordance with departmental policies.</li></ol>

3. Communicates to Manager any worked time not on site that would require an edit to Time and Attendance System (meetings held off site that are a part of the employees' job).
4. Employees assigned to charge responsibilities can enter this at the clock when they swipe in by selecting the charge code field.
5. Employees who are temporarily assigned to another department or job code other than their home department or regular job may enter this information at the clock as designated by their manager by hitting the F1 key and entering department and job code data as prompted.
6. Employee must have prior approval of Manager to work overtime. When emergency needs necessitate overtime, the employee will notify the Manager by email, in writing, or communicate according to departmental policy indicating the reason for overtime. Failure to supply documentation or communication to the Manager within 24 hours will result in disciplinary action, up to and including termination.
7. Employees will only be compensated for actual time worked, as opposed to early arrivals and/or late departures. Therefore it is expected that employees must swipe in and out when they are beginning or ending their work, NOT when they are entering or leaving the building.
8. If the employee disputes the hours actually worked/paid it is the responsibility of the employee to notify the Manager/Supervisor. We encourage employees to notify Manager/Supervisor of a discrepancy as soon after receiving their check as possible.
9. After discussing disputes in pay with the Manager/Supervisor, employees who have remaining concerns, are encouraged to contact Human Resources for further review.

MANAGER

1. Notifies Human Resources of the typical employee schedule of hours to enable appropriate assignment of pay rule. Notifies Human Resources of routine work area assignment to enable appropriate assignment to time clock groups.

2. Monitors time card punches daily for missed punches; enters/edits punches for PTO/Unscheduled PTO, Overtime, Non-productive time (i.e, Jury Duty, Bereavement, etc.). The Manager must utilize the comments function in KRONOS to justify any changes to employee punches.
3. Edits KRONOS time records to accurately reflect actual time worked. This edit will include adding worked time when the employee may have forgotten to swipe or eliminating time if an employee swiped prior to start of shift. Avoid payment for any time an employee did not actually work (i.e., swiping in early).
4. Utilizes department procedure to communicate with employees for scheduled and unscheduled time off.
5. Verifies accuracy of time card punches and individually signs off employees on Monday prior to 12:00 pm, or Tuesday at 10:00am in a holiday week.
6. Maintains accuracy of employee data by timely completion of Job Action Form (JAF) or Position Control Form (PCF). It is critical that all changes to department, job code, employee schedule, and terminations are completed within the week that the status changes.
7. Investigates any discrepancies in hours worked/paid that an employee identifies to them. It is expected that this will be done in a timely manner. If employees are owed additional pay, the Manager will submit the documentation to payroll to process this pay.

#### HUMAN RESOURCES

1. Upon notification of hire, assign KRONOS badge number with corresponding employee information. Provide security with badge number information.
2. Investigates any discrepancies in hours worked/paid that an employee identifies to them. It is expected that this will be done in a timely manner.

#### FALSIFICATION OF REPORTING/RECORDING OF HOURS WORKED

Recording of time, whether by time card or electronically through KRONOS, is a legal record of hours worked. Any falsification of these records is strictly prohibited and grounds for immediate termination. Department Managers must make changes to submitted time to correct errors or policy violations. Department Managers must utilize the comments field in KRONOS when editing time. On timecards, the Manager must initial changes made.

#### "OFF THE CLOCK" WORK PROHIBITED

Employees may not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless you are authorized to do so and that time is recorded on your time card/KRONOS record. Employees are prohibited from performing any "off-the-clock" work. "Off-the clock" work means work an employee may perform but fails to report on his/her time card.

If any manager or employee instructs another employee to (1) incorrectly or falsely under-or over-report hours worked, or (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, the employee should report it immediately to the Human Resources Department.

#### VIOLATION OF THIS POLICY

Any violation of this policy may include disciplinary action, up to and including termination.

#### PAYROLL DEDUCTIONS

The payroll system allows for a variety of both voluntary and involuntary deductions from the weekly check. By law, withholding is required for State, Federal, Social Security and Medicare taxes.

A variety of voluntary deductions may be authorized by the employee. For example: Tax Sheltered Annuities, Health and Dental Insurance, Bank deductions, Pharmacy payments, Flexible Spending Accounts, etc.

Unless specifically waived, the deduction for health, dental, TSA and flex insurance is taken on a pre-tax basis. Premium expenses, therefore are not deductible for taxpayers who itemize.

#### PAYCHECKS

Paychecks are distributed by the Payroll Department bi-weekly for those who do not have Direct Deposit, and will not be mailed to employee's homes. Employees are encouraged to review their checks upon receipt. Any discrepancies in either hours worked or paid, should be addressed with the Manager immediately. If errors have been made, the Manager will take corrective action. If there are still discrepancies, the employee should contact Human Resources.

#### DIRECT DEPOSIT

Employees are encouraged to have their paychecks directly deposited into banks, savings and loans, and credit unions participating in the NEACH system. Individual rules by the bank or credit union may apply. Direct deposit forms are available in the Human Resources Office. Employees who have their entire paychecks directly deposited receive a weekly statement of earnings in lieu of a weekly paycheck. Direct deposit will generally take 14-21 days to establish.

Direct deposits can be cancelled with seven (7) days notice. The Hospital does not guarantee that the employee's paycheck will be deposited on the scheduled payday.

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Philip M. Cormier, CEO

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Althea C. Lyons, VP Human Resources & Development

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November 2006; January 2009; May 2010; October 2010; May 2011;  
June 2016

**NORTHEAST HOSPITAL CORPORATION  
HUMAN RESOURCES POLICIES AND PROCEDURES**

Policy #: 3.2

Subject: Time and Attendance Statement

Applies: All Non Exempt Hospital and NMP Employees Not Covered by a Collective Bargaining Agreement

**POLICY:** A time card is the formal record of hours worked for all employees not on the KRONOS Time and Attendance System. The time card is the basis upon which weekly pay is determined.

KRONOS Time and Attendance system is utilized to record hours of work for employees where the system has been implemented and is the official basis upon which pay is determined.

Both KRONOS Time and Attendance system and are utilized to record actual hours worked for employees. Employees will be paid ONLY for hours actually worked.

Employees will only be compensated for actual time worked, as opposed to early arrivals and/or late departures. Therefore for those employees on KRONOS, it is expected that they must swipe in and out when they are beginning or ending their work, NOT when they are entering or leaving the building.

In situations where an employee's timecards/KRONOS record does not accurately reflect actual hours the employee worked, the Hospital reserves the right to edit the employee's timecard/KRONOS record for accuracy. Editing will generally occur if an employee swipes/signs into work prior to his/her scheduled starting time, or after his/her scheduled ending time without prior authorization. Additionally, in instances where an employee forgets to swipe, the Manager/Supervisor would add the time.

Absent an emergency situation, an employee must have prior approval of his/her manager before working overtime. When emergency needs necessitate overtime, the employee will notify his/her manager by email, in writing or otherwise consistently with department policy indicating the reason for the overtime. An employee's failure to communicate with his/her manager regarding the need for emergency overtime within 24 hours will result in disciplinary action, up to and including termination.

For accuracy, Employees are encouraged to review the Kronos punches at the time clock, or their actual recorded time on their time card, prior to the end of the pay period. Any discrepancies should be reported to the Manager immediately to correct the record of time worked, and to ensure that employees are paid in accordance with Hospital policy and all State and Federal Wage and Hour Laws.

Employees may not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless you are authorized to do so and that time is recorded on your time card/KRONOS record. Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work you may perform but fail to report on your time card. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including discharge.

It is a violation of the Hospital's policy for any employee to falsify a timecard, or to alter another employee's time card. It is also a serious violation of Hospital policy for any employee or manager to instruct another employee to incorrectly or falsely report hours worked or alter another employee's time card to under-or over-report hours worked. If any manager or employee instructs you to (1) incorrectly or falsely under-or over-report your hours worked, or (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, you should report it immediately to the Human Resources Department.

An employee who works in two different departments (one on the KRONOS system and one on timecards) should record all hours on the KRONOS system.

The employee recognizes and agrees that management will review all time and attendance records for accuracy and may edit an employee's time and attendance record to reflect hours actually worked. It is the employee's responsibility to notify the manager/supervisor if they disagree with hours actually paid for a given pay period.

I have read and understand the policy as described above.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Manager/Supervisor Signature

\_\_\_\_\_  
Date

DATE ISSUED: May, 2003  
DATE REVIEWED: December 2004; February 2005; January 2009  
DATE REVISED: November 2006; May 2010; May 2011; June 2016





# Document Information

## Document Title

3.2 Time Cards, KRONOS, Time and Attendance and Paychecks

## Document Description

N/A

## Approval Information

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**Note:** The most recent version of this policy is online.