

UNIVERSITY OF SOUTH FLORIDA COLLEGE OF MEDICINE
University Medical Service Association, Inc. (UMSA)
USF Medical Services Support Corporation (MSSC)

Policy and Procedures		Policy Number:	
Approvals: USFPG Human Resources Committee: 2/16/10 USFPG Executive Management Committee: 4/14/10		Section: Payroll	
		Subject: LABOR TIMEKEEPING AND APPROVAL	
Effective Date: 4/3/10	Reviewed Date: n/a	Revised Date: n/a	

PURPOSE:

The purpose of this policy is to maintain a high level of professionalism and conduct through daily maintenance of working time by all UMSA and MSSC employees. This policy is to provide guidelines and should incorporate employee's positive work habits.

OVERVIEW:

An electronic timekeeping system automates the time and attendance process. This system will replace all handwritten timesheets, greenbar certifications, or other timekeeping and attendance practices for all employees of UMSA and MSSC, and submission of ASF payroll. Absence records (PTO), Catastrophic Illness Bank (CIB), and other types of leave will also be recorded and tracked in this system. The electronic timekeeping system will enable you to more accurately keep track of your time. It will also allow Payroll to process your time worked and leave taken more efficiently for payroll purposes. In order for this system to work to its fullest potential, all employees are to understand and follow the policy and procedures outlined below.

POLICY: All UMSA, MSSC, and University staff employees working within an administrative or clinical department of the USF Physicians Group are to utilize time clocks to clock in/out each day. Each employee will use his/her unique pin and finger template to serve as the employee's 'electronic signature.' An employee's use of his/her unique pin and finger template implies the employee's knowledge and approval of the time data, and therefore, misuse may lead to discipline up to and including termination of employment.

PROCEDURE:

Definitions:

EXEMPT EMPLOYEES are administrative, executive and professional employees exempt from the overtime provisions of the Fair Labor Standards Act. The base salary of an employee in an exempt status includes pay and benefits consideration for increased responsibilities and work time required.

NON-EXEMPT EMPLOYEES are entitled to a minimum wage and overtime pay at not less than 1½ times the employee's regular rate for all hours over 40 worked in the work week.

WORK WEEK is seven consecutive days from 12:00 a.m. Saturday through 11:59 p.m. Friday.

WORKING HOURS are standard hours of 8 a.m. – 5 p.m. Monday through Friday with a one hour lunch break. Individual schedules will be set by the department to most efficiently handle the

required work load. Normal travel from home to work or work to home is not working time no matter how long the commute.

WORK BREAKS are an interruption in continuity or a deviation from work that allows employees a pause from work related matters. These interruptions do not include work related training, conferences, or meetings.

EXCEPTIONS are flags that identify when worked time deviates from an employee's assigned work schedule.

HOLIDAYS are all days (Monday through Friday) that are designated by Policy not to be considered work days. Holidays taken are considered hours worked and will be included when determining the number of hours worked in a workweek. Holiday credit hours and holiday hours worked both count toward the overtime calculations.

TIMEKEEPERS are all employees who are required to utilize biometric time clocks or web clocks to report time.

SCHEDULERS are personnel responsible for preparing work schedules for department employees (as needed).

TIME SUPERVISORS are department supervisors appointed by the Time Managers. Time Supervisors are responsible for editing punches. Time should be reviewed and edited (if needed) on a daily basis.

TIME MANAGERS are department administrators or directors (or designees) authorized to review and electronically certify supervisor approved time data information for each departmental employee.

Responsibilities:

Timekeepers/Employees:

- ✓ Record (punch in/out) actual time worked or absence from work each day;
- ✓ Verify accuracy of daily time punches and inform supervisor of any discrepancies within one (1) day; and
- ✓ Obtain approval in advance for all planned absences;

Schedulers:

- ✓ Timely post work schedules for employees.

Time Supervisors:

- ✓ Train employees in timekeeping procedures (as necessary);
- ✓ Monitor attendance records and time recording entries on a regular basis to ensure accuracy and consistent application;
- ✓ Review and approve overtime notifications, as necessary;
- ✓ Promptly review and approve requests for leave;
- ✓ Timely correct employee time discrepancies. Absence/tardiness problems should be discussed with the employee and the employee should be advised of the consequences if there are continued problems; and
- ✓ Review employee electronic time entries daily/weekly and approve at the end of payroll period.

Time Managers:

- ✓ Serve as role of Time Supervisor in their absence;
- ✓ Review and approve supervisor approved employee time for the department;
- ✓ Input ASF salary monetary amounts for department Faculty; and
- ✓ Notify USFPG Payroll of any special pay or unusual circumstance affecting pay that is not administered through the electronic timekeeping system so that Payroll can audit and manually input as needed.

Payroll Department personnel:

- ✓ Ensure timely approval by Timekeepers/Employees, Time Supervisors, and Time Managers;
- ✓ Validate the department's total hours;
- ✓ Perform final timecard modifications/edits;
- ✓ Signoff on organizational payroll;
- ✓ Export from timekeeping system into payroll system; and
- ✓ Lock payroll periods in excess of 2 fiscal years old.

Procedures:

Recording Labor Time:

Each UMSA, MSSC and University staff employee [known as Timekeepers] will punch in/out daily via biometric wall clock or web clock. All time will be recorded for hours worked, hours non-worked (i.e. lunch breaks, doctor's appointment, etc), and absences from work (PTO, FMLA, Bereavement, Jury Duty, and other types of leave). Timekeepers will punch/enter and validate time records on a daily basis. The time clock will subtotal the hours worked between punches and provide a total at the end of each day, week, and pay period. This should make it easier to review and approve time recorded.

Non-exempt Employees -

1. The employee will enter assigned unique pin number and place the appropriate finger tip on the biometric finger pad to validate the start time of their scheduled work day. The employee will then continue to their assigned work area.
2. At lunch time, non-exempt employees will go to the time clock to complete the same steps in #1 to validate the start time of their lunch break.
3. Upon returning from lunch the employee will go to the time clock to complete the same steps as #1 to validate the end time of their lunch break.
4. At the end of the day, the employee will go to the time clock to complete the same steps as #1 to validate the end time for their work day.
5. This procedure will be repeated for each day worked **and** must be performed any time you leave your work area for non-work related time off during the work day (Note: it is **not** necessary to clock out / in for authorized breaks of 15 minutes or less.)

Exempt employees - (punch required for management reporting tool only)

1. The employee will enter assigned unique pin number and place the appropriate finger tip on biometric finger pad to validate attendance each day.
2. Additional in/out punches may be necessary at discretion of department management.

*****All employees should be aware that improper reporting of time in no way will be tolerated. At no time will an employee time punch on behalf of another employee. Clocking in/out another employee and / or failure to use the time clock as instructed may be grounds for disciplinary action, up to and including termination of employment.*****

Overtime:

Any scheduled or unscheduled overtime to be worked by an employee must be **approved in advance** by their supervisor. Overtime that is not pre-approved is subject to disciplinary action. See Overtime Policy.

Paid Time Off (PTO):

Any scheduled or unscheduled PTO incurred by an employee must be **approved in advance** or adjusted by their supervisor. PTO that is not pre-approved is subject to disciplinary action. See PTO Policy and departmental guidelines.

Review and Approval of Labor Time Distribution:

Timekeepers/Employees – Daily punches signify an employee’s approval of daily time records. Error corrections/adjustments required must be immediately reported to the employee’s supervisor.

Time Supervisors – Supervisors will review employee time records daily or weekly for accuracy and completeness, verify and authenticate actual time recorded, approve overtime entries prior to hours worked, review and approve absence requests, and make necessary corrections and comments to exceptions. Time Supervisors will approve each employee’s timesheet **no later than 10 a.m. the Monday following the end of the pay period.**

Time Managers – Time Managers will approve employee time in absence of any department supervisor, as necessary. Time Managers (or designee) also will review and certify the department employee(s) time **no later than 12 p.m. the Monday following the end of the pay period.** Time Managers will also input ASF salary monetary amounts for department Faculty **no later than the 5th business day of the month.**

Training and Awareness:

This document establishes the policies and procedures in labor reporting and timekeeping. Online tutorials are available to all Time & Attendance employee, supervisor and manager users. Timekeeping procedures should be readily available to all employees at all times. Employees, supervisors and managers should utilize online tutorials and training periodically to ensure that timekeeping procedures and practices are properly communicated and performed.

Disciplinary Action Guidelines:

Employees are expected to abide by the above policy and procedures at all times. Failure to abide by these outlined policy and procedures may be grounds for disciplinary action, up to and including termination of employment. The department supervisor and/or manager will be responsible for counseling the employee and/or taking other steps of progressive discipline as appropriate. See the UMSA and MSSC Disciplinary Action Policy/Guidelines and contact the USFPG Department of Human Resources for assistance.

Examples which may require disciplinary actions:

Poor Attendance

Poor attendance affects overall department productivity. The supervisor/manager must review the individual attendance/time record for patterns or incidents that may result in disciplinary action. Examples (which are not all-inclusive) may include:

- Failure to give proper notice of absence(s) prior to the beginning of the scheduled shift.
- Friday and/or Monday, sick day patterns.
- Sick day(s) before and/or after holiday or pay day.
- Frequent and/or scattered sick days.
- Frequent lateness or early departures.

Absences

The department supervisor and/or manager should verify the reason for each absence and record the reason and the length of the absence in Time and Attendance for management purposes only. Care must be taken in record the absence reason as not to violate Personal Health Information as defined in HIPAA regulations. If the supervisor and/or manager have any questions about an absence, the attendance concern should be discussed with the staff member as soon as possible. Appropriate documentation may be required of the employee.

POLICY OWNER:

This policy was developed by the Department of Finance & Accounting. Any questions regarding this policy should be directed to (813) 974-2120.

Acknowledgement of Receipt of the

UMSA and MSSC LABOR TIMEKEEPING AND APPROVAL PROCEDURES

EMPLOYEE NAME (please print legibly): _____

TITLE: _____

SUPERVISOR'S NAME: _____

DEPARTMENT: _____

I acknowledge that I have received a copy of the LABOR TIMEKEEPING AND APPROVAL POLICY & PROCEDURES and agree to abide by all policies and procedures included therein.

I understand that the policies and procedures listed are subject to change. Upon change, I shall be notified and trained as necessary.

EMPLOYEE SIGNATURE

DATE

Please return the completed form to the USFPG Department of Human Resources to be maintained in your employee personnel file.