



Rancho Los Amigos National Rehabilitation Center

INFORMATION MANAGEMENT SERVICES

POLICY AND PROCEDURE

SUBJECT: TIME CARDS

Policy No.: 109
Supersedes: 10/04/91
Revision Date: 9/15/08
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I. PURPOSE:

To ensure compliance with attendance standards by maintaining accurate time records.

II. PROCEDURE:

Employee Responsibility/Accountability

Each employee shall accurately and legibly record time worked and time absent from work; complete the back side of the timecard; sign the timecard; and submit the timecard to immediate supervisor within specified timeframes. Please note that timecards must be fully completed in ink.

Supervisor Responsibility/Accountability

Each supervisor shall review timecard for completion and certify by his/her signature that all recordings are accurate and submit the timecard to the timekeeper within specified time frames.

Timekeeper Responsibility

The timekeeper shall record time activity on the Master Time Log and retain a copy of each timecard for the record. Completed timecards are submitted to the Payroll Office within specified time frames.

Timecard corrections/alterations must be initialed in ink by the employee and supervisor. If an employee is not available to initial a timecard adjustment, the adjustment may be made by the supervisor prior to being submitted to Payroll, however, the supervisor must give timely written notice of the change to the employee. Initialing by the employee of timecard changes made by the supervisor constitutes awareness of changes made.

Where time reported must be changed after the timecard has been submitted to Payroll, a timecard correction form shall be completed in ink, signed by both the employee and the supervisor, and forwarded to the Payroll Office of processing.

NOTICE:

Timecards are official, legal County documents that are used to determine pay. Falsification of time records, which includes clocking or signing in and/or out for another employee, is a fraudulent act and will result in disciplinary action which may include discharge from County service. In addition, where circumstances warrant, employees will be required to make restitution for overpayments resulting from falsification of time records and will also be subject to criminal prosecution.

CROSS REFERENCE: Rancho Los Amigos National Rehabilitation Center Administrative Policy A228.

EFFECTIVE DATE:

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

Signature(s) on File.