



Rancho Los Amigos National Rehabilitation Center PHYSICAL THERAPY DEPARTMENT POLICY AND PROCEDURE

RECORD OF EMPLOYEE TIMEKEEPING

Policy No.: 121
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PURPOSE: To identify method of timekeeping for employee pay and benefits.

POLICY: Each employee is responsible for ensuring that an accurate record of his/her time is maintained by the Physical Therapy and Human Resources – Payroll Department.

Because each employee's pay and future vacation is determined by the attendance record, it is necessary to keep an accurate account.

PROCEDURE:

- I. An employee requesting time off must:
 - A. Obtain permission for absence from his/her immediate supervisor and the Physical Therapy Director (see Departmental Policy No. 120 on "Vacation Requests").
 - B. Code his/her time card accurately, indicating the amount and type of time being used, as well as all actual work hours.
- II. Reviewing Timecards
 - A. The Clinical Manager/Manager/Senior Clinician and/or Department Director or delegate:
 1. Checks each employee's electronic time card and paper recording of in and out times for accuracy. (A complete list of variance codes and explanations can be found online in the *County of Los Angeles – Department of Health Services Time and Attendance Handbook*).
 2. Refers any questions regarding employee benefit balances to the department timekeeper.
 3. Electronically approve the time cards.
 - B. The department timekeeper:
 1. Assists employees and Clinical Managers (or delegates) with accuracy

of coding timecards.

2. Reviews timecard submissions to ensure all department staff have submitted timecards and appropriate approvals are obtained prior to established DHS HR payroll deadlines.
3. Proxy timecards as requested by managers.
4. A file including timecard resources is maintained in the Department Information, Roster and Reports folder in the share point system accessed from the RLA DHS home page under the banner item Departments with drop down menu to access -> Rehab Therapy Division -> Physical Therapy -> Department Information, Roster and Reports folder -> Timecard Resources.

III. Master attendance records serve as a backup for the official attendance records which are kept in the Human Resources – Payroll Department.



Director, Physical Therapy Department

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