



Rancho Los Amigos National Rehabilitation Center

Communication Disorders Department Policy and Procedure

SUBJECT: COMPLETION OF TIME CARDS

Policy No.: 220
Supersedes: June 1992
Revision Date: February 2022
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Purpose:

To outline the procedures for completing timecards.

POLICY:

All staff will complete and submit their own time cards.

PROCEDURES:

1. It is the responsibility of each employee to accurately complete their electronic time card in the official application designated by HR, as well as a paper form indicating the in and out times for each day. Time cards are to be completed according to procedures outlined in the County of Los Angeles Department of Health Services Time and Attendance Handbook.
2. It is the responsibility of the Department timekeeper to notify the supervisors regarding the time and date time cards are due for processing.
3. In order to ensure timely processing, it is the responsibility of each supervisor to collect, review and submit time cards to the Department timekeeper prior to the end of each pay period. The supervisor's electronic signature verifies accuracy of time reported by each employee.
4. Time cards of main office personnel and supervisors will be signed by the Director or designee.
5. Any request for emergent overtime must be completed by the employee and submitted with the timecard. It is signed, approved by the supervisor and then submitted with the timecard to the timekeeper. (Refer to Communication Disorders Department Policy- Overtime).
Source: RLAMC Timekeeping Operational Manual, County of Los Angeles Department of Health Services, Time and Attendance Handbook

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COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

Signature(s) on File.