

**LOS ANGELES GENERAL MEDICAL CENTER
DEPARTMENT OF NURSING SERVICES POLICY**

Subject: EMPLOYEE TIME RECORDS –TIME REPORTING	Original Issue Date: 08/91	Policy # 503
	Supersedes: 09/20	Effective Date: 09/23
Departments Consulted:	Reviewed & Approved by: Professional Practice Committee Nurse Executive Committee	Approved by: (signature on file) Nancy Blake Chief Nursing Officer

PURPOSE

To describe the procedure for maintaining employee work records, approval of overtime, and responsibility/accountability for time reporting.

POLICY

Accurate records will be maintained for time worked and time off for all employees in the Department of Nursing.

PROCEDURE

A four- week cycle schedule will be maintained for each work unit indicating the dates and times employees are scheduled on duty, and the type of scheduled day (e.g. 0700-1930 (099) RN, Vacation 8 Day (021), Holiday (012), etc).

- The schedule shall be published 14 days before the next schedule.
- Requests for time changes after publishing the will be done by submitting a request in the computerized system (e.g. Request After Sched Publishing in the computerized system).
- The record for the time changes will be requested, approved and/or denied in the computerized system with approval by the designated authorized personnel.

Each Area’s Nursing Office will maintain a daily staffing breakdown, which includes:

- Staff assigned on duty by unit/work location
- Temporary assignments (floating) in or out of the unit/work location
- Temporary personnel (e.g., Registry) assigned to the unit/work location
- Employees reporting off duty

Each unit /work location shall maintain a daily assignment in the computerized system for each location inclusive of:

- Unit/work location
- Nurse Manager
- Registered Nurse in charge
- Shift

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- Date
- Last name, first name and category of each employee scheduled (assigned) on duty
- Patient and non-patient assignments
- Each patient's acuity
- Rest and meal break for each employee

Nurse Managers/Supervisors, Clinical Nursing Care Specialists, etc., working more than one location on a given work day shall:

- Make their whereabouts known at all times to their unit/work location and/or Area Office (as applicable)
- Maintain accurate daily calendars inclusive of the time and location of all meetings and/or travel beyond the primary unit/ work location

Overtime

Overtime will be authorized according to departmental policy and will be recorded on the daily staffing sheet and, if applicable, in the computerized staffing system. Overtime requests must be submitted in the computerized system.

Time Reporting

Each employee shall:

- Use the computerized system to clock in and out for the work day, while floating to another unit, meal breaks, training/orientation, and call back (Refer to DHS policy #610 Time Reporting).
- Accurately record all time worked and all time absent from work on their electronic attendance record.
- Complete their electronic attendance record within the time period specified by the supervisor directly to supervisor/designee
- Not include time spent on personal business or time spent performing work for other agencies in hours worked
- Attest to the accuracy and completeness of the electronic attendance record by submitting the record to his/her manager/supervisor.

Electronic attendance record must:

- Be fully completed in the computerized system.
- Accurately reflect all hours worked
- Indicate reasons/codes where appropriate (e.g. overtime, call back)
- Indicate all hours absent and the appropriate reason code

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RESPONSIBILITY

Employee:

- Employees will be held accountable for complete and accurate time reporting
- Appropriate disciplinary action will be taken for non-compliance with this departmental policy. This may include counseling, written warnings or reprimands, suspension and/or discharge

Supervisor:

- Each supervisor shall develop and implement a plan for monitoring subordinate's time
- Upon receipt of their subordinate's electronic attendance record, each supervisor shall:
 - Review the electronic attendance record for accuracy and completeness.
 - Verify the time reported on the electronic attendance record and the variations to regular hours worked.
 - Approve electronic attendance record.
- If the employee is unavailable to complete the electronic attendance record, the supervisor will complete via proxy with a second supervisor approving the record.
- The supervisor's submission attests to the accuracy and completeness of the electronic attendance record.

Electronic Attendance Record Corrections / Alterations

- Both the employee and the supervisor must submit the Electronic Attendance Record with the corrections/alterations.
- If an employee is not available to submit correction/alteration made by the supervisor prior to the Electronic Attendance Record being submitted to Payroll, the supervisor must give timely notice of the changes to the employee.
- Submission of the Electronic Attendance Record by the employee containing the changes made by the supervisor constitutes awareness that the change has been made.
- When time reported must be changed after the Electronic Attendance Record has been submitted to Payroll, a time card correction form shall be completed in ink, signed by both the employee and the supervisor, and forwarded to the Payroll Office for processing

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Falsification of Time Records

- Time collection documents, timesheet correction forms, and supporting timekeeping records are official, legal Los Angeles General Medical Center’s documents used to determine pay
- Falsification, or tampering with time records which includes clocking or signing in and/or out for another employees will result in disciplinary action which may include discharge from Los Angeles General Medical Center’s service
- In addition, where circumstances warrant, employees will be required to make restitution for overpayment resulting from falsification of time records and will also be subject to criminal prosecution.

REFERENCES

DHS Policy #610 Time Reporting
DHS Policy #751 Attendance

REVISION DATES

1992, 1993, 1995, 1996, 1997, 05/98, 02/05, 09/08, 02/16, 09/20, 09/23