



**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER  
FINANCE DEPARTMENT POLICY & PROCEDURE**

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SUBJECT: **TIMECARDS**

Policy No: **101.16**  
Revision No.: **2**  
Revision Date: **February 2000**  
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**I. POLICY:**

Each employee shall accurately and legibly record time worked and time absent from work, sign the timecard and turn it in within the time specified by supervision. Each supervisor shall verify those recordings, sign the timecard and submit the timecard to the Payroll Office within the time period specified by Management.

**II. GUIDE:**

1. Each employee who is required to use a timeclock, must punch his/her own timecard. Employees must not punch in or out for any other employee.
2. Employees who are required to clock in shall do so when arriving at work and clock out at the close of their working day or shift.
3. If, for any reason, an employee fails to punch his/her timecard, or if the timeclock is out of order, the employee must write in the time of arrival or departure. This should be approved with the supervisor's initials.
4. At the end of each pay period, each employee should sign his/her timecard. Failure to do so may result in the employee's paycheck being withheld until the timecard is actually signed.
5. Timecard Corrections/alterations must be initialed by both the employee and the supervisor. If an employee is not available to initial a correction/alteration made by the supervisor prior to being submitted to Payroll, 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.

**AUTHORITY:** DHS Policy #610 and RLANRC Policy A228

EFFECTIVE DATE: January 1, 1982

Reviewed: April 2003  
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APPROVED BY: