



RANCHO LOS AMIGOS
NATIONAL REHABILITATION CENTER

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Occupational Therapy and Recreation Therapy Department

POLICY AND PROCEDURE

SUBJECT: TIME CARDS AND TIME KEEPING	Policy No.:	212
	Revised:	June 2016
	Supersedes:	May 2013
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POLICY:

Each employee will accurately and completely record time worked and time absent on the timecard each day and submit the signed card on the designated days. Each manager/supervisor will verify the information on the eHR timecard and attest to its accuracy and completeness by signing the card and submitting by the designated date.

PROCEDURE:

1. Employees are responsible for notifying the area supervisor or designee of any variances from their regular work hours.
2. On days when timecards are due, staff shall turn in their completed and signed paper timesheets to the proxy or designee for review.
3. The proxy or designee shall prepare the cards for the manager/supervisor 's review for eHR card signature.
4. The manager/supervisor will check the paper timesheet/card for accuracy and completeness and sign (approve) eHR (electronic card) on the due dates.

See also: 1) Administrative Policy and Procedure Manual No. A228, "Time Reporting/Time Abuse".

Director, Occupational Therapy and Recreation Therapy Department

Signature(s) On File