

**OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS
REVENUE MANAGEMENT
POLICY & PROCEDURE**

**NUMBER: 768
VERSION: 2**

SUBJECT/TITLE: TIMECARD PROCEDURES

POLICY:

PURPOSE: To ensure all Revenue Management areas have adequate coverage and maintain accurate time records.

DEPARTMENTS: REVENUE MANAGEMENT

DEFINITIONS:

PROCEDURE: Patient Financial Services Workers, Patient Resource Workers and Clerical Staff are required to clock in and out on the time clocks most readily available to their work areas. Clocking in and out for another person, or having another person clock in and out for you is prohibited and subject to disciplinary action up to discharge from County Service.

**TIME CARD
PROCEDURES:**

ALL STAFF:

1. The payroll is prepared on the basis of time recorded on employee's time cards. Each employee is responsible for making out his/her own time cards completely and accurately. Employees upon receipt of his/her time cards he/she should sign it immediately. Each month's time is reported in two periods (the 1st through the 15th; the 16th through the end of the month).
2. All employees (PFS/PRW and Clerical Staff) with the exception of Supervisory & Management staff and non-represented staff, must clock in & out on the time clocks available in the closest work area.
 - a. All employees must clock in/out on weekends and holidays.

AWOP: NOTE: Failure to report to work in a timely manner could result in being docked pay and/or disciplinary action.

- b. In case of an emergency and an employee cannot clock in and out, he/she must handwrite on the card, the time in or out, discuss the problem with their Supervisor, provide acceptable justification and have the Supervisor initial the handwritten entry on the back of the

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timecard.

- c. Employees should enter the time worked on the front of the timecard at the end of each day and code the time card properly. It should be kept in a place readily available to the supervisor at all times. Time cards are approved by the immediate supervisor and checked with the timekeeper's records for accuracy.
- 3. Time cards are usually due to the timekeeper two days preceding the last working day in the pay period. It is the employee's responsibility to see that this time card reaches his supervisor for approval. Under no circumstance should time cards be held past the time they are due. Late time cards may result in delay in the preparation of the paycheck and its receipt.

NOTE: A dummy time card is to be completed whenever the original time card is not available. The dummy timecard is considered an official time keeping record and is to be completed in the same manner as the original time card, including signatures. Dummy time cards are to be submitted at the end of each pay period to the supervisor.

- 4. It is the employee's responsibility to have their timecard available when they work, even if their regular work location on the weekend or holiday is locked.
- 5. Do not work overtime unless prior authorization is obtained. (If immediate Supervisor is unavailable, employee must obtain authorization from designee or Department Head.)

SUPERVISORS:

- 1. Review the time cards to insure that timecard/time clock Policies and Overtime Compensation procedures are being followed.
- 2. Sign time cards and submit to timekeeper by the due date.

References:	
Approved by: Lisa Cruz (Assistant Hospital Administrator)	Date: 06/28/2019
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