

**OLIVE VIEW-UCLA MEDICAL CENTER
RESPIRATORY CARE SERVICES - ADULT
POLICY & PROCEDURE**

**NUMBER: 961
VERSION: 1**

SUBJECT/TITLE: REGISTRY TIME KEEPING

POLICY: All RCP Non County workforce members will keep records of their times in and out when contracted to work at Olive View-UCLA Medical Center.

PURPOSE: To assure accurate time keeping of contracting per-diem Non County Respiratory Care Staff.

DEPARTMENTS: RESPIRATORY CARE SERVICES

- PROCEDURE:**
1. All Respiratory Care Non County workforce members will sign in upon arrival on the time sheet approved by the registry and Olive View Management.
 2. Supervisory staff will observe all entries.
 3. All registry personnel will sign in and out in the presence of OVMC supervisory staff at the time they arrive and depart.
 4. The sign in sheets will be maintained at the Report Room in 6B110
 5. All entries will be reconciled weekly by a supervisor and signed.
 6. A copy of the original time sheet will be kept on file for at least one year.
 7. All invoices will be reconciled with the time sheets and the master schedule. All discrepancies will be removed from the invoice prior to approval for payment.

References:	
Approved by: Arnold Panganiban (Chief of Respiratory Therapy), Nikhil Barot ()	Date: 04/23/2019
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