

LAC+USC MEDICAL CENTER POLICY

Subject: RECORD OF TIME/BENEFITS		Original Issue Date: 10/1/94	Policy # 575
		Supersedes: 5/9/17	Effective Date: 11/16/20
Departments Consulted: DHS Human Resources Human Resources Committee	Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Council	Approved by:	
		(Signature on File) Chief Medical Officer	
		(Signature on File) Chief Executive Officer	

PURPOSE

To assign responsibility for the accurate recording of time worked and time absent from work and to assign responsibility for verification of time reports.

POLICY

Each employee shall be held accountable for complete and accurate time reporting on a daily basis.

Supervisors/managers are responsible for obtaining documentation and ensuring appropriate and accurate coding of time collection documents for each employee under his/her purview. Time collection documents, timesheet correction forms, and supporting timekeeping records are legal documents. Falsification, tampering with and/or failure to properly complete these documents by employees or supervisors shall be cause for disciplinary action which could include discharge from County service. In addition, where circumstances warrant, employees will be required to make restitution for overpayments resulting from falsification of time records and will also be subject to criminal prosecution.

Supervisors shall initiate appropriate disciplinary action in accordance with the Department of Health Services Discipline Manual and Guidelines if an employee fails to comply with this policy and related procedures.

Management shall initiate appropriate disciplinary action in accordance with the Department of Health Services Discipline Manual and Guidelines if a supervisor fails to comply with this policy and related procedures.

PROCEDURE

A. Recording and Verification of Time

Each employee shall accurately and timely record time worked and time absent from work in increments of no less than 1/4 hour, complete his/her time collection document and submit it as directed within the time period specified by management. Management may require employees to record their scheduled begin and end times and lunch out and in times on the time collection document/system.

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Upon employee request, or where required, supervisors shall ensure training is provided on the employee's specific time collection process (keypunch timecard, paper timesheet, or electronic timesheet).

Each supervisor shall be held accountable for verifying the time collection data submitted by his/her subordinates for accuracy and completeness, approving the time recorded by his/her subordinates, and forwarding the time collection document to payroll for processing within the time period specified by management.

Supervisors who are responsible for approving subordinates' time should also be the individuals designated to approve and deny time away from work and the use of employee's accumulated benefit time. When required by supervision, separate sign-in/out logs shall be completed by the employee and must accurately reflect the employee's arrival and departure times.

B. Time Monitoring Plan

Management shall develop and implement a plan for monitoring and approving subordinates' time. The plan shall be in writing and include:

1. Employee work schedule. An exception may be physicians affiliated with a university. Management may require them to report time worked for the university, in accordance with established procedures.
2. Method used to verify daily attendance and time worked.
3. Method for authorizing scheduled time off.

Each supervisor is responsible for documented review of the time monitoring plan with subordinates.

C. Time Reporting Process

Regardless of the time collection process assigned to the employee, the time recorded as worked must only reflect time that is actually spent performing work for the County. Employees may not spend time on personal business during County working hours. Time spent on personal business may not be reflected as County time on the employee's time collection document.

Supervisors shall ensure that time collection documents are secured to preclude unauthorized adjustments. Once the time collection document and/or timesheet correction form has been signed by the supervisor, the employee must not have access to it.

Employees and supervisors shall adhere to the respective timeframes established by management for completing the time collection document.

Temporary employees (i.e., C, E, F) must submit a time collection document for every pay period they worked; otherwise, the employee will not be paid until a time collection document has been submitted and processed.

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For management reporting purposes only, employees designated as “Exempt” under the provisions of the Fair Labor Standards Act (FLSA) must record all hours worked and all full shift absences. For payroll purposes, employees who are designated “FLSA-Exempt” will not be docked or required to use leave benefit time to cover absences in less than full-shift increments. FLSA-Exempt employees cannot be paid overtime. If approved for accrued overtime, a FLSA-Exempt employee who works three (3) or more hours of continuous overtime on any work shift should code such on his/her time collection document. Overtime can only be used on an eight-hour basis. Time off in full-shift increments should be coded with appropriate benefit time or indicate absent without pay.

NOTE: There is one exception to this principle; an Exempt Salaried employee who is absent part of a day while using leave granted pursuant to the Family and Medical Leave Act (FMLA) must record an absence of less than a day.

Procedures for the use of each of the time collection methods are found in DHS Policies 610.001 (Time Reporting-Web-based Time Collection System), 610.002 (Time Reporting-Paper Timesheet), 610.003 (Time Reporting-Keypunch Timecards).

RESPONSIBILITY

Administration
DHS Human Resources, Payroll
Supervisors
Employees

REFERENCES

County Fiscal Manual, her Payroll and Human Resources, Section 3.1.6, Time and Attendance Controls

DHS Policies:

- 610, Time Reporting
- 610.01, Time Reporting – Web-based Time Collection System
- 610.02, Time Reporting – Paper Timesheets
- 610.03, Time Reporting – Keypunch Timecards
- 610.1, Physician Time Reporting

REVISION DATES

July 1, 1995; October 20, 1998; April 16, 2002; May 10, 2005; October 03, 2008;
March 11, 2014; May 9, 2017; November 16, 2020