

CORPORATE POLICY

SUBJECT: Timekeeping

CATEGORY: Human Resources

ORIGINAL DATE: May 26, 2010

REVIEWED DATE: ~~July 17,~~
~~2017~~August 24, 2022

REVISION DATE: ~~July 26,~~
~~2017~~September 28, 2022

I. **POLICY:**

This policy has been established to ensure compliance with federal and/or state department of labor regulations, along with fairness and consistency throughout the agency.

The U.S. Department of Labor's Fair Labor Standards Act requires all non-exempt employees be paid for all hours worked. This includes scheduled hours and permitted hours. Employers are required to keep record of hours and other items which are generally maintained as ~~an~~ ordinary business practice. All timecards must accurately reflect the hours worked for all employees, whether they are working on-site or remote.

It is Lake County Health Department and Community Health Center (LCHD/CHC) policy to accurately record all hours worked and paid to employees for benefit and compensation programs. ~~Currently, e~~Electronic timecards, and paper timecards, ~~and time clock punches~~ are considered the original source by which ~~the~~ payroll is prepared.

~~Typically, the~~ Lake County payroll calendar consists of 26 pay periods in a calendar year; with fourteen days in each pay period. Additionally, the payroll consists of two different payroll calendars; one for salaried employees and one for hourly employees.

- The pay period for salaried employees starts on ~~a~~ Saturday and ends on a Friday.
- The pay period for hourly employees starts on ~~a~~ Wednesday and ends on a Tuesday.

MEAL BREAKSPERIODS

~~The~~ The Illinois Department of Labor (820 ILCS 140/3) One Day Rest in Seven Act
~~Illinois Department of Labor (820 ILCS 140/3) One Day Rest in Seven Act requires~~
employers permit a meal period of at least 20 minutes, to employees who are to work
7.5 continuous hours, beginning no later than 5 hours after the start of the work period.
Also, employees who work more than 7.5 continuous hours shall be entitled to an
additional 20 minutes for every 4.5 additional continuous hours worked.

All ~~Health Department~~ LCHD/CHC employees scheduled to work 7.5 continuous hours
shall be permitted a meal break.In compliance with ~~the~~ 820 ILCS 140/3 and the
Rest/Meal Periods as Hours of Work policy, the duration of meal periods for LCHD/CHC
employees ranges from thirty minutes to one hour.

Typically, meal periods are not paid time for Health Department LCHD/CHC employees
are typically not paid for meal period time. and shall not be less than thirty minutes.

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~~However, in compliance with the (820 ILCS 140/3) statute and the Rest/M Meal Periods as Hours of Work policy, the duration of meal periods for LGHD/CHC employees ranges from thirty minutes to one hour. However, employees who are required to be on call for a continuous 8-hour period shall be paid for their meal period (i.e., such as staff who monitor individuals with developmental disabilities or mental illness). Such employees shall be allowed to eat a meal during the 8-hour period while continuing to monitor those individuals. This may apply to employees who work in residential programs.~~

~~Employees who are required to be on call during an entire 8-hour period shall be paid for their meal period, such as staff who monitor individuals with developmental disabilities or mental illness. Such employees shall be allowed to eat a meal during the 8-hour period while continuing to monitor those individuals. This may apply to Health Department employees who work in residential programs.~~

~~The Illinois Department of Labor's One Day Rest in Seven Act requires employers grant meal breaks to all employees working 7.5 hours or longer to be taken no later than 5 hours after the start of each 7.5 hour or more shift.~~

~~Consequently, LGHD/CHC requires all staff take a meal break. Generally, meal breaks are not paid and should not be less than 30 minutes.~~

~~The One Day Rest in Seven Act provides an exception to this rule. Employees who monitor individuals with developmental disabilities or mental illness and are required to be on-call during an entire 8-hour work period shall be allowed to eat a meal during the 8-hour period while continuing to monitor those individuals. This exception applies to our 24-hour programs. Employees who are required to remain at their site to continue to monitor such individuals during their meal period shall be paid for their meal period.~~

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II. SCOPE:

Hourly employees should only work authorized hours and should not work outside of their scheduled hours, without authorization from the supervisor or supervisor's designee. Employee schedules are developed and authorized by their supervisor. ~~therefore, employees should only work authorized hours and shifts.~~ All overtime must be approved by the supervisor prior to the employee working the hours. Working unauthorized hours can lead to budget issues and will not be tolerated. Disciplinary measures will be taken for those who do not comply. Examples of unauthorized hours include:

- Employees reporting to work on pre-approved scheduled days off without prior authorization from their supervisor.
- Employees working through their permitted meal breaks, without prior authorization from their supervisor.
- Employees starting work more than 7 minutes prior to the start of their authorized shift.
- Employees working more than 7 minutes after the end of their authorized shift without prior authorization.

<u>Six (6) occurrences of unauthorized work hours, early departures and any other violations of this policy within a 3-month period.</u>	<ul style="list-style-type: none"> • <u>Documented verbal notification by Supervisor</u> • <u>Review of Timekeeping policy and appropriate assistance and guidance provided</u>
<u>Three (3) additional occurrences of unauthorized work hours, early departures and any other violations of this policy within three (3) months from the date of the verbal warning.</u>	<ul style="list-style-type: none"> • <u>Documented written warning by Supervisor</u> • <u>Coaching session with appropriate assistance and guidance provided</u>
<u>One (1) additional occurrence of unauthorized work hours, early departures and any other violations of this policy within three (3) months from the date of the written warning.</u>	<ul style="list-style-type: none"> • <u>One-day suspension without pay</u>
<u>Ten (10) occurrences of unauthorized work hours, early departures and any other violations within the prior 12-month period.</u>	<ul style="list-style-type: none"> • <u>Any additional occurrences after return from suspension may result in the recommendation for termination.</u>

III. PROCEDURE:

Timecards are required for payroll processing. Employees are responsible for the accuracy of timecard entries for each pay period. ~~for payroll processing.~~ All nonexempt employees (on-site or remote workers) must correctly record hours worked ~~correctly~~. This includes start and stop time entries for work time, including time entries for unpaid meal periods. Time may be entered in one of the following ways:

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- Electronic Timecard (Self-Service Time)
- ~~Handwritten Paper~~ Timecard
- ~~Time Clock~~
 - A. Electronic Timecard – Self-Service Time (BOSS): Self-Service Time is an Oracle webpage that enables employees to enter timecard information electronically. The employee creates a timecard for each pay period, enter time respectively and submits the completed timecard at the end of the pay period. -The submitted timecard routes to the employee's supervisor through the workflow. The supervisor responds to the submitted timecard by selecting one of the following options:
~~Self-Service Time is an Oracle webpage that enable employees to enter timecard information electronically. The employee creates a timecard for each pay period, enter time respectively and submits the completed timecard at the end of the pay period. The submitted timecard routes to the employee's supervisor through the workflow. The supervisor responds to the submitted timecard by selecting one of the following options:~~
 1. Reject: -The timecard is rejected when the time entries do not accurately reflect the employee's actual time and attendance for the period. -When a timecard is rejected, the supervisor will inform the employee of the reason the timecard was rejected. -The employee will be asked to make the necessary corrections and resubmit the timecard.
 2. Reassign: -When the submitted timecard should be approved by a different supervisor, the timecard is reassigned to that supervisor.
 3. Approve: -When the timecard entries on the submitted timecard are accurate, the timecard is approved.
 - B. Paper Timecard: A paper timecard is completed by the employee for the respective pay period. -Paper timecards are typically used by Flex employees and staff in more than one assignment. The employee completes the paper timecard, signs the timecard, and submits it to the supervisor. The supervisor responds to the submitted timecard by selecting one of the following options:
~~A paper timecard is completed by the employee for the respective pay period. Paper timecards are typically used by Flex employees and staff in more than one assignment. The employee completes the paper timecard, signs the timecard, and submits it to the supervisor. The supervisor responds to the submitted timecard by selecting one of the following options:~~
 1. Reject: The timecard is rejected when the time entries do not accurately reflect the employee's actual attendance. -The supervisor will return the submitted timecard to the employee, requesting the necessary corrections.
 2. Approve: When the time entries are correct, the timecard will be approved. -The supervisor will ~~sign~~approve the submitted timecard. -The time on the approved timecard is entered into BOSS for payroll processing by the respective payroll liaison.
 - 7-Minute Rule: Time is paid in quarter hour increments. -The 7-minute rule allows employers to round time to the nearest 15-minute interval for payroll purposes. -Time is rounded to the nearest quarter hour. -Any time between 1 – 7 minutes may be rounded down and any minutes between 8 – 14 may be rounded up.
 - C. Time is paid in quarter hour increments. -The 7-minute rule allows employers to round time to the nearest 15-minute interval for payroll purposes.- Time is rounded to

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the nearest quarter hour. Any time between 1 – 7 minutes may be rounded down and any minutes between 8 – 14 may be rounded up.

1. Employees will be compensated accordingly.

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Examples:

- Employee starts at 9:07 a.m. the employee will be paid from 9:00 a.m.
- Employee starts at 8:08 a.m. the employee will be paid from 8:15 a.m.
- Employee starts at 8:22 a.m. the employee will be paid from 8:15 a.m.
- Employee starts at 8:23 a.m. the employee will be paid from 8:30 a.m.
- Employee starts at 12:37 p.m. the employee will be paid from 12:30 p.m.
- Employee starts at 1:38 p.m. the employee will be paid from 1:45 p.m.

~~Self-Service Time is an electronic timecard the employee accesses through BOSS (Oracle). The employee is responsible for submitting the completed self-service timecard each pay period. The submitted timecard is sent to their supervisor's workflow list. The supervisor responds to the submitted timecard by selecting one of the following options:~~

- ~~1. Reject: If the entries on the timecard are not accurate, the supervisor should reject the submitted timecard adding a reason in the comment section.~~
- ~~2. Reassign: If the person listed as the supervisor is not the individual responsible for approving the submitted timecard, they should reassign the submitted timecard by sending it to the responsible individual.~~
- ~~3. Approve: If the timecard entries and benefit leave time entered on the timecard are accurate, the supervisor should approve the submitted timecard.~~

~~B. Handwritten Timecard~~

~~The handwritten timecard is a paper timecard completed by the employee. It is the employee's responsibility to submit a paper timecard for each pay period. The employee should sign the completed timecard before submitting it to their supervisor. The supervisor responds to the submitted timecard by selecting one of the following options:~~

- ~~1. Reject: If the time entries and benefit time indicated on the paper timecard are not correct, the supervisor should not sign the paper timecard. Instead, the timecard should be returned to the employee requesting the necessary adjustments.~~
- ~~2. Approve: If the time entries and/or benefit time indicated on the paper timecard are correct, the supervisor should sign the form and then enter the time in BOSS or submit to the appropriate person to enter in BOSS. The supervisor's signature verifies that the paper timecard has been completed correctly.~~

~~C. Time Clock~~

~~Time clock employees are required to punch a time clock to record hours worked. The LCHD/CHC maintains standard and firm guidelines in the use of time clock procedures:~~

- ~~1. Employees should not clock in more than seven (7) minutes before the start of their shift.~~
- ~~1. Employees should clock out no later than seven (7) minutes after the shift has ended.~~
- ~~2. Employees should not leave earlier than the end of their shift without authorization from their supervisor (i.e., if an employee's shift ends at 4:00 P.M., the employee is~~

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~~not authorized to leave at 3:53 P.M.)~~

~~To record time, track attendance and make necessary wage adjustments in an accurate manner, the following will apply:~~

- ~~1. Employees who clock in after the scheduled start of their shift, but prior to seven (7) minutes after, will be considered tardy. However, their paid time shall be rounded to the scheduled start time.~~
- ~~2. Employees who clock out more than seven (7) minutes after the scheduled end of their shift will have their time rounded up to the next quarter (.25) hour.~~
- ~~3. When employees clock in or out more than 7 minutes after the quarter or half hour, the hour will be rounded up to the quarter or half hour.~~
- ~~4. When employees clock in or out 7 minutes or less before the quarter or half hour, the hour will be rounded down to the quarter or half hour.~~

~~Examples:~~

- ~~• Employee clocks in at 9:07 a.m.: paid from 9:00 a.m.~~
- ~~• Employee clocks in at 8:08 a.m.: paid from 8:15 a.m.~~
- ~~• Employee clocks in at 8:22 a.m.: paid from 8:15 a.m.~~
- ~~• Employee clocks in at 8:23 a.m.: paid from 8:30 a.m.~~
- ~~• Employee clocks in at 12:37 p.m.: paid from 12:30 p.m.~~
- ~~• Employee clocks in at 1:38 p.m.: paid from 1:45 p.m.~~

~~D. Missed Punches~~

~~To ensure time worked is recorded properly, employees must clock in and out. If the employee fails to punch correctly, manual adjustments must be made by the employee's supervisor. Missed punches will be monitored.~~

~~E.D.~~ All supervisors shall review ~~the Timekeeping~~this policy with current employees, as appropriate. Additionally, this policy will be reviewed with new employees upon hire, and they will be required to sign an acknowledgement form to confirm their understanding of the policy. This policy will be posted on the LCHD/CHC ~~employee website.~~

Six (6) occurrences of unauthorized work hours, missed punches, early departures and any other violations of this policy within a 3-month period.	<ul style="list-style-type: none">• Documented verbal notification by Supervisor• Review of Timekeeping policy and appropriate assistance and guidance provided
Three (3) additional occurrences of unauthorized work hours, missed punches, early departures and any other violations of this policy within three (3) months from the date of the verbal warning.	<ul style="list-style-type: none">• Documented written warning by Supervisor• Coaching session with appropriate assistance and guidance provided
One (1) additional occurrence of unauthorized work hours, missed punches, early departures and any other violations of this policy within three (3) months from the date of the written warning.	<ul style="list-style-type: none">• One-day suspension without pay
Ten (10) occurrences of unauthorized work hours, missed punches, early departures and any other violations within the prior 12-	<ul style="list-style-type: none">• Any additional occurrences after return from suspension may

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~~month period.~~

~~result in the
recommendation for
termination.~~

IV. ~~REFERENCES~~PROCEDURE:

- A. After the end of each pay period, timecards are submitted to the employee's supervisor for approval. The approval process may vary depending on the time entry method. After the timecard has been submitted to the supervisor, the supervisor responds to the submitted timecard ~~by either approving or rejecting it.~~
- B. ~~Managers and/or s~~Supervisors are responsible for ~~ensuring making sure~~ensuring their ~~employees' employee.~~ timecards are ~~processed and accurately~~ completed ~~accurately by, within BY~~ the designated ~~timeframe deadline~~ for each pay period. ~~Inaccurate timecards should not be approved.~~ Failure to comply will result in disciplinary action.
- C. Falsifying timecard records during the time entry or approval process is in violation of agency policy and will result in disciplinary action up to and including termination and legal action where appropriate.
- ~~D.~~ Approved timecards should be an accurate reflection of the time worked and leave time taken for each pay period.
- ~~E.~~ Time worked for hourly employees should be entered daily and should be reflected on timecards as start and stop times.
- ~~F.~~ Time worked for salaried employees should be entered as flat hours ~~in whole numbers and decimals, rather than fractions.~~
- ~~D.G.~~ Time worked and leave time taken must be entered in quarter hour increments.
- ~~E.H.~~ All employees must be made aware of ~~all any~~ changes and/or corrections made to their original timecard entries; this includes hourly and salaried staff ~~using any time entry method.~~ All changes to timecards in 'Approved' status for hourly and salaried employees must be completed on the appropriate Health Payroll timecard correction form. The correction form should be completed by the employee and/or designee and submitted to Health Payroll within the designated timeframe. All timecards must be in 'Approved' status by 3:00 P.M. on Wednesday of timecard processing week. Processing timelines may be adjusted to accommodate schedule changes due ~~to office closures for to~~ fixed holidays.
- ~~F.I.~~ The punctuality of all staff is to be monitored through the review of timecards for each pay period. In all cases, the timecard must agree with the actual hours worked. As outlined in the Attendance policy ~~3-9~~, employees who are tardy may or may not be permitted to use leave time to cover tardiness or make up time by working later. Additionally, employees who clock-out or leave work prior to the end of their shift will be considered an early departure episode. See ~~the~~ Attendance policy ~~3-9~~ for more information.
- ~~J.~~ The accuracy of the hours recorded on the timecard is a shared responsibility of the employee and their supervisor. Any system error should be brought to the attention of the supervisor. It shall be considered justifiable grounds for termination if any employee clocks-in/out another person's timecard for any reason.

~~G.~~

~~IV.~~ ~~V.~~ ~~REFERENCES:~~ ~~NONE:~~Attendance Policy

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VI. AUTHORS/REVIEWERS:

Designated Review Team, Corporate Policy and Procedure Committee, Executive Team, Lake County Board of Health Personnel Committee.

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VII. APPROVALS:

Lake County Board of Health President

Signature: _____ Date: _____