

CORPORATE POLICY

SUBJECT: Timekeeping

CATEGORY: Human Resources

ORIGINAL DATE: May 26, 2010

REVIEWED DATE: August 24, 2022

REVISION DATE: 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 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, electronic timecards, and paper timecards are considered the original source by which 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 Saturday and ends on Friday.
- The pay period for hourly employees starts on Wednesday and ends on Tuesday.

MEAL PERIODS

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

LCHD/CHC employees are typically not paid for meal period time. However, employees are required to be on call for a continuous 8-hour period shall be paid for their meal period (i.e., 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.

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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. 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.

Six (6) occurrences of unauthorized work hours, 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, 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, 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, early departures and any other violations within the prior 12-month period.	<ul style="list-style-type: none"> • Any additional occurrences after return from suspension may result in the recommendation for termination

III. PROCEDURE:

Timecards are required for payroll processing. Employees are responsible for the accuracy of timecard entries for each pay period. All nonexempt employees (on-site or remote workers) must correctly record hours worked. 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:

- Electronic Timecard (Self-Service Time)
- Paper Timecard

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- 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:
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:
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 approve the submitted timecard. The time on the approved timecard is entered into BOSS for payroll processing by the respective payroll liaison.
- C. **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. 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.
1. Employees will be compensated accordingly.
 - 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.
- D. All supervisors shall review 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.

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IV. 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.
- B. Supervisors are responsible for ensuring employee timecards are processed and . completed accurately by the designated 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.
- G. Time worked and leave time taken must be entered in quarter hour increments.
- H. All employees must be made aware of any changes and/or corrections made to their original timecard entries; this includes hourly and salaried staff. 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 fixed holidays.
- 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, 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 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.

IV. REFERENCES:

Attendance Policy

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: _____