**Guest Services**

**Time Card Policy**

 The following Time Card Policy will be used to establish department specific guidelines for documenting timekeeper edits, as well as provide appropriate Kronos Instructions for accurate documentation of hours worked. This policy is a supplement to the following HR and Department Policies: Attendance and Punctuality Policy, HR-026; Hospital Guest Services Attendance and Punctuality Policy.

**Time Card Adjustment Requests (Electronic green sheet)**

**Process:**

A Time Card Adjustment Request must be completed by all staff members for each time card edit and must be submitted to the appropriate Supervisor. This request, known as the electronic green sheet, can be accessed on the Guest Services Staff website. The Supervisor will ensure that appropriate changes/corrections are made to the time cards in Kronos.

**Types of Time clock Issues: (Electronic green sheet must be filled out completely.)**

* **Tardy:** Staff members late to work or over 5 minutes late from lunch break.
* **Meal Break Corrections:** If a staff member fails to clock in or out for a meal break, a green sheet should be completed indicating the meal break period.
* **Last Clock-Out of the Day Corrections:** If a staff member fails to clock out at the end of the day, a green sheet should be completed indicating time of departure.

If the box indicating a time clock malfunction has been checked by the staff member, a trouble report will be documented

.**End of the Pay Period:**

If the Department Leadership discovers any missed punches, the staff member must complete an electronic green sheet as needed to provide a complete record for the time period. If he or she is absent, the Department Leadership is authorized to make such edits as necessary. In either case, the action should be documented on an electronic green sheet.

**Time card Use:**

Each employee is responsible for submitting Paid Time Off in Kronos. Employees may do this at the clock location or online.

**Approval:**

Each employee should approve their own time card by the end of their last working shift

of the 2 week pay period.

**Time Clock Locations:**

Employee must use the 2 closest time clocks to their work location for clocking in/out and for lunches.

**Electronic green sheet infractions-** patterns of inaccuracy performing time clock functions and approval requirements may result in disciplinary action.

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