

## **WELCOME TO TIMECLOCK PLUS**

This handbook has been prepared as a comprehensive guide for the proper use of the TimeClock Plus System (TCPS). TCPS combines existing telephone lines and computer technology to create a user-friendly, efficient, and comprehensive time recording process.

Generally, time and attendance information is gathered through TCPS as employees enter transactions over their PC. Employees do this by use of their employee ID number. TCPS receives this data and computes the amount of regular and overtime hours worked, holidays, PDO's, EIB's etc.

To ensure that all clocking transactions are accurate and secure, there is an audit reporting feature that shows the time, date and employee ID number of the individual who entered each clocking transaction through TCPS.

After the TCPS clocking transactions are processed, it is converted into payroll information which is then generated by the Time and Attendance Coordinator and sent to the Accounting Department. There, payroll is processed and checks are generated for distribution.

When using the TimeClock Plus System (TCPS), the following guidelines should be observed:

### **GENERAL CLOCKING RULES (Exempt Employees)**

Exempt employees use TCPS to clock in daily. This is the only clocking transaction required during the work day.

1. To clock in, follow the procedure regarding **Clocking In** as outlined below.

### **GENERAL CLOCKING RULES (Non-Exempt Employees)**

#### **Clocking In**

1. To access TCPS, double left click the **On-Screen TimeClock** icon on your PC.
2. To clock in, left click the **Clock In** button. You will be prompted to enter your ID number.
3. Enter your ID number and click **Ok**. (It is not necessary to enter the leading zero in the ID number.)
4. Once you click **Ok**, a Clock In acknowledgment will appear. This acknowledgement will show your name, the time and the date. If the information is correct, click **Continue** to proceed.
5. If you have more than one clockable job code, then click on the **Job Code (Appendix A)** you are clocking into and click **Ok**.
6. The TimeClock Plus clock operation successful message will appear in the middle of your screen. Click **Ok**; the clock in function is now complete.

#### **Clocking Out**

1. Double left click the **On-Screen TimeClock** icon on your PC.
2. To clock out, left click the **Clock Out** button. You will be prompted to enter your ID number.
3. Enter your ID number and click **Ok**.
4. Once you click **Ok**, a Clock Out acknowledgment will appear. This acknowledgement will show your name, the time and the date. If the information is correct, click **Continue** to proceed.
5. The TimeClock Plus clock operation successful message will appear in the middle of your screen. Click **Ok**; the clock out function is now complete.

### **Changing Job Codes**

Due to work load or scheduling requirements, on occasion an employee may be asked to work in another department and/or a different location. The purpose of this procedure is to insure that an employee requested to do such has his/her time charged to the proper cost center. In the event that an employee is clocked in, the following process has been put in place:

1. Double left click the **On-Screen TimeClock** icon on your PC.
2. Left click the **Change Job Code** button. You will be prompted to enter your ID number.
3. Enter your ID number and click **Ok**.
4. Once you click **Ok**, a Clock In acknowledgment will appear. This acknowledgement will show your name, the time, and the date. If the information is correct, click **Continue** to proceed.
5. Click on the **Job Code (Appendix A)** you are changing **TO** and then click **Ok**.
6. The TimeClock Plus clock operation successful message will appear in the middle of your screen. Click **Ok**; the change job code function is now complete.

### **Clocking Out and In for Lunch or Leaving the Premises**

The purpose of this procedure is to allow you to clock out and in for the above captioned situations so that your time and attendance can be accurately recorded.

1. It is policy that when a non exempt employee goes off campus for personal activities you must clock out and clock in when you return. The only exception is when you are going off campus within a 5 mile radius to purchase lunch and return to the office for your lunch break. However, if you remain on the premises for lunch, the system will automatically deduct 30 minutes, and there is no need to clock out.
2. To clock out and in when leaving the premises, follow the procedures regarding **Clocking Out** and **Clocking In** as outlined on page 2.

### **TIME & ATTENDANCE ROUNDING**

1. The TCPS rounds clock in time to scheduled time when clocking in up to 6 minutes early or 6 minutes late.
2. The TCPS rounds clock out time to scheduled time when clocking out up to 6 minutes early or 6 minutes late.

## **BACKUP PROCEDURE**

In the unlikely event the TCPS is inoperable for a period of time that would caused an employee be unable to clock, a message will be sent to all Department Heads.

If we need to go to backup mode, please begin manually signing in and out for all transactions using the Employee Time Adjustment Request form. **(Appendix B)**

All employees should continue to use the Employee Time Adjustment Request form until notified that the TCPS is operable.

## **MISSING CLOCK IN OR OUT**

In the event that an employee forgets to clock in or out, the following procedure has been put in place:

1. The employee fills out a TCPS Employee Time Adjustment Request Form and submits it to his/her supervisor. **(Appendix B)**
2. If correct, the supervisor will sign the form approving the request and forward it to the Time and Attendance Coordinator.

## **LEAVE REQUESTS**

In the event you are requesting time off for any absence listed in the MHSFI Policy and Procedure Manual for example, EIB, Education Leave, or PDO, you should complete an Absence Report "green sheet" **(Appendix C)** and forward it to your supervisor immediately upon completion for approval. This will allow the information to be entered into the Time Clock Scheduler to avoid being recorded as absent without authorization. If you should be absent due to illness, immediately complete a green sheet upon your return so that the appropriate records can be updated in the TCPS.

**PLEASE DO NOT FOREGET TO HAVE YOUR SUPERVISOR SIGN AUTHORIZATION FOR ANY REQUEST THAT IS LISTED ON THE ABSENCE REPORT AND FORWARD IT TO THE EXECUTIVE ASSISTANT TO THE PRESIDENT. THE EXECUTIVE ASSISTANT WILL THEN FORWARD THE ABSENCE REPORT TO THE TIME AND ATTENDANCE COORDINATOR TO BE ENTERED INTO THE TIME CLOCK SCHEDULER.**

## END OF PAY PERIOD REPORTING PROCEDURE

At the end of each pay period, the Time and Attendance Coordinator is responsible for printing the Payroll Reports and preparing them for submission to the Accounting Department.

Each employee will receive an individual Payroll Report (**Appendix D**) on the Monday following the end of the pay period. It is the responsibility of the employee and the employee's supervisor to review the report and sign-off their approval. The reports are then submitted to the Time and Attendance Coordinator for entry into the final time and attendance records.

## TIME AND ATTENDANCE COORDINATOR PROCEDURE

The Time and Attendance Coordinator will be responsible for making all final corrections to the time and attendance reports and closing out the pay period on TCPS.

Once the pay period is closed out, the Time and Attendance Coordinator will generate the Payroll Summary and Job Code Analysis Detail reports and submit them to the Accounting Department for processing. The Time and Attendance Coordinator will file the Payroll Reports for each employee's time records in the event they are needed for reference in the future. The maximum time for retaining these reports will be 3 years.

## **\*\*REMINDERS\*\***

When clocking in or out you must review the time displayed before entering any clocking transaction.

Employees are responsible for submitting an Employee Time Adjustment Request form (**Appendix B**) to their supervisor within 24 hours whenever their time needs adjustment/correcting.

If you have a problem with TCPS, it is imperative that you contact your supervisor as soon as the incident occurs.

The time and data in the TCPS is considered to be the official time for attendance and payroll purposes.

**JOB CODE LIST (REGULAR)**

- 1 – EXEMPT
- 2 – NON EXEMPT
- 21 – Foundation-NON EXEMPT
- 22 – Nunez-NON EXEMPT
- 23 – MSO-NON EXEMPT
- 28 – Chalmette-NON EXEMPT

**JOB CODE LIST (LEAVE)**

- 3 – Holiday
- 4 – PDO-Paid Day Off
- 5 – EIB Extended Illness Bank
- 6 – Birthday Holiday
- 7 – Compassionate Leave
- 8 – Education Leave
- 9 – Family Medical Leave
- 10 – Jury Duty
- 11 – Leave of Absense
- 12 – School Holiday
- 13 – Paid Scheduled Time Off
- 14 – Authorized Time Off with Pay

METHODIST HEALTH SYSTEM FOUNDATION, INC.

TCPS

EMPLOYEE TIME ADJUSTMENT REQUEST

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Number

\_\_\_\_\_  
Department Number

**CLOCKING INFORMATION:**

Clock Code In/Out (circle one) Date \_\_\_\_\_ Time \_\_\_\_\_  
Job Code \_\_\_\_\_

Clock Code In/out (circle one) Date \_\_\_\_\_ Time \_\_\_\_\_  
Job Code \_\_\_\_\_

Clock Code In/Out (circle one) Date \_\_\_\_\_ Time \_\_\_\_\_  
Job Code \_\_\_\_\_

**Reason for Adjustment:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Approval

\_\_\_\_\_  
Date

**Should be submitted within 24 hours of occurrence**

# ABSENCE REPORT

NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

DATE OF ABSENCE: \_\_\_\_\_

EXPECTED RETURN DATE: \_\_\_\_\_

REASON FOR ABSENCE:

PDO

EIB

JURY DUTY

EDUCATION LEAVE

FAMILY DEATH

OTHER: \_\_\_\_\_

EXPLANATION, IF NECESSARY: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TOTAL DAYS: \_\_\_\_\_

TOTAL HOURS: \_\_\_\_\_

APPROVED:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
V.P., E.V.P., or President

\_\_\_\_\_  
Date



