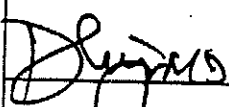


**GUAM MEMORIAL HOSPITAL AUTHORITY
ADMINISTRATIVE MANUAL**

APPROVED:	RESPONSIBILITY	ORIGINATION DATE	NUMBER	PAGE
	Hospital Comptroller General Accounting Supervisor	01/2001	6440-10	1 of 4
TITLE: GENERAL TIMEKEEPING GUIDELINES				

PURPOSE:

To collect data accurately and efficiently and to provide general guidelines for users and timekeepers.

POLICY:

Time worked, leave of absences, and other payroll adjustments are electronically recorded in a computerized Timekeeping system with all users properly trained.

I. ORIENTATION

All new employees and timekeepers are oriented in the electronic timekeeping system by either the respective immediate supervisor or the Payroll Section.

II. LOCATION OF TIME CLOCKS

Access to the time clocks is through their specific department computer linked to the main frame (AS-400).

III. ACCRUALS

Sick & Annual hours are accrued after the completion of an eighty (80) hour pay period that consists of actual work time and/or any approved leaves. No overtime is considered during a pay period in which a holiday is scheduled unless that holiday is worked. Nurses compensation will be in accordance with Public Law 20-64.

IV. RESPONSIBILITIES

Timekeeping is a team effort that involves the employee, timekeeper, supervisor, and the payroll clerk.

A. EMPLOYEES

1. Early Ins- Late Outs

Clock in and out of the system according to the approved work schedule. Any early in or late out will be adjusted to 8 hours unless otherwise approved by the immediate supervisor. Clocking in 15 minutes before the schedule, the shift start period is at the upcoming quarter period, i.e., 15 minutes to 8:00 a.m., the start up hour is 8:00 a.m. Clocking in 15 minutes after the schedule, the shift start period is the previous quarter period.

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2. Overtime, Compensatory, &/or Flexible Time
Inform the immediate supervisor before the work shift ends of any situation or circumstances which might require overtime, compensatory or flexible time so that the actual work time can be adjusted accordingly. Confirm from the immediate supervisor that overtime has been approved.
3. Clocking for Others
Clocking in & out for other employees is strictly prohibited and will result in disciplinary action including adverse action.
4. Submission of Documentation
Submit legible, approved leaves of absence, overtime justifications &/or other pertinent documentation within the applicable pay period or as soon as possible.
5. Make-Up Time
Make up time must be pre-approved by immediate supervisor.
6. Tardiness, illness, injury, or other circumstances
Inform immediate supervisor and/or submit proper leave for (or documentation) in order to be paid. (Unexcused or prolonged absence may be subject to disciplinary action in accordance with the current GMHA Personnel Rules & Regulations.)—Nursing Personnel: Refer to the Nursing Policies & Procedures.
7. Pay Adjustments
Confirm from immediate supervisor that the timekeeper or payroll clerk has entered any wage/salary adjustment or other entitlements into the system.
8. Floating assignments, transfers, or detailed appointments
Enter the code of the appropriate department where work is being performed so the proper charge is made to the department.
9. Time Adjustments
Timekeepers are authorized to make the necessary timekeeping adjustments concerning hours worked, unauthorized time of additional work time, authorized and unauthorized overtime, and other special pay hours based on documentation submitted. Non submittal of proper documentation will result in non-payment.

B. TIMEKEEPERS

1. Tardiness, Absence, Overtime, and Other Pay Adjustments
Enter appropriate codes to record tardiness, absence, overtime and other pay adjustments in a timely manner.

2. **Deadline**
Complete all entries before Noon (12:00 p.m.) on the Monday of the Payroll Week, or on a particular day as notified by the Payroll Section. Lockout procedures are activated at 12:00 p.m. with any unfurnished tasks deferred until next payroll circle.
3. See Item 9 under the Employment Section.

C. SUPERVISORS

1. **Tardiness, Absence, Overtime, and Other Pay Adjustments**
Review, approve or disapprove tardiness, requests for leave of absence and advise the timekeeper accordingly.

Direct timekeeper to maintain/adjust any unauthorized hours (regular/overtime) for the respective employees.

2. **Submission of Documentation**
Submit all leaves of absence, pay adjustments, consolidated Overtime, and other supportive documentation to appropriate administrators and to the Payroll Section for further processing.

Submit overtime requests for approval by the administrators via the Budget Office by 10:00 a.m. on the Monday of the Payroll Week.

3. **Monitor Timekeeper**
Monitor the quality of work to assure that entries made by the timekeepers are accurate, complete, and timely maintained.
4. All Timekeeping adjustments must be reviewed by Supervisors for completeness.

D. PAYROLL

1. **Deductions**
Update employee deductions as submitted to the Payroll Section.
2. **New Rate & Adjustments**
Input new rates and compute retroactive adjustments for promotions, details, demotions, etc. as per personnel actions received from Personnel Department
3. **Leaves of Absence**
Verify input of leave in employees' timekeeping from forms submitted to Payroll Department.
4. **Demographics**
Input any updates to demographics by Friday before payroll week.

5. Maintenance Lockout
Initiate Maintenance Lock Procedure at Noon (12 P.M.) on Monday of each payroll week.
6. Prepare a list of departmental timekeepers who were late and submit the list to the General Accounting Supervisor and/or the Hospital Comptroller for further disposition.
7. Generate queries for monthly, quarterly, and annual reports

V. UNAUTHORIZED ENTRIES & FALSIFICATION

Employees are responsible for clocking in and out and are not allowed to input any time or adjustments unless designated as a department timekeeper or upon direction of the immediate supervisors.

Unauthorized entries and/or falsification may be subject to disciplinary action and adjustments.

VI. SYSTEMS FAILURE

If the electronic timekeeping system is inoperative, clocking in and out will be done manually. The department timekeeper has the Manual Timekeeping Sheet (TK-01) available for such purpose.

VII. RECORDS

Original records which supports entries into the electronic timekeeping system are housed in the Payroll Section located on the 2nd floor , Building 200, Guam Memorial Hospital Authority.

Records shall be filed in the respective Fiscal Services sections, following retention guidelines set in Administrative Manual Policy No. 6433-4.

VIII. APPLICABILITY

This policy and procedures are effective upon the approval process set out in Administrative Manual Policy No. 6100-17, and shall remain in effective unless amended by the Trustees, Executive Order, Public law or federal mandate (s).

Such amendment, order, law or mandate shall be incorporated into the Payroll Section Policies & Procedures Manual at the next review period.