

SOM- Department of Obstetrics and Gynecology	TITLE: Automated Time and Attendance Standards	Policy: HR001
Department Guideline	Date: September 20, 2005	Rev. 0
Approvals:		
Chairman/Date	Dept. Manager/Date	

The URL to this online policy is: <http://www.mcg.edu/POLICIES/1207.html>

*Medical College of Georgia Administrative Policies and Procedures
Office of Primary Responsibility: Controller's Division
No. 1.2.07*

Automated Time and Attendance Standards

1.0 Purpose

To provide a procedure for the reporting of time for all non-exempt personnel who utilize the Automated Time and Attendance System.

2.0 Procedure

2.1 Clocking In and Out

In accordance with the Fair Labor and Standards Act and administered by the Human Resources Division, the Medical College of Georgia has established a five (5) minute grace period for rounding clock-ins and clock outs. This grace period begins five minutes before the shift start time. An employee is not allowed to clock in earlier than five (5) minutes before the start of their shift. Likewise, there is a five minute grace period to clock out after a shift ends. An employee should clock out no later than five (5) minutes after the end of their shift. An employee must be paid for extra time worked in six minute increments.

2.1.1 If an employee clocks in earlier than five (5) minutes before the start of their shift, then the employee must be compensated for this time. Likewise, if an employee clocks out later than five (5) minutes, then the employee must be compensated for this time.

2.1.2 Employees are expected to possess their time clock (ID) badge and properly clock in and out each day at their designated time. If an employee fails to clock in and/or out which results in a shortage on the employee's pay check, the monetary adjustment will be included on the employee's check on the next applicable payroll cycle. The departmental manager, supervisor or timekeeper must send a written explanation to the Payroll Office indicating the date(s) and hours missing along with a copy of the employee's weekly time and attendance print out. The Payroll Office will not issue a separate check to an employee whose check is short due to their failure to clock in or out.

2.1.3 It is the expectation of the Medical College of Georgia that our employees arrive at the work site on time. The timekeeping system will document and deduct for tardiness.

2.1.4 Up to two (2) minutes tardy, the system will document tardiness but will not make a reduction in the employee's time. Three (3) to eight (8) minutes tardy will result in a .1 reduction in the employee's time. Nine (9) to fourteen (14) minutes tardy will result in a .2 reduction. Fifteen (15) to twenty (20) minutes tardy will result in a .3 reduction and so forth.

Example: If the shift starts at 8 a.m. clock-in of 8:02 would result in a tardy message with no time deducted. A clock-in of 8:03 would show tardy with a .10 time deduction.

2.1.5 Failure to follow procedures refer to [policy 1.4.07](#) disciplinary procedures for classified employees.

2.2 Beginning and Ending Shift of the Work Week

MCG's work week begins on first shift on Sunday. The shift times are 1st Shift (7:00 a.m. to 3:00 p.m.), 2nd Shift (3:00 p.m. to 11:00 p.m.) and 3rd Shift (11:00 p.m. to 7:00 a.m.). The work week ends on the 3rd Shift Saturday.

2.2.1 Work schedules are strongly preferred to begin on the hour or the half hour to ensure that the proper time calculations are performed by the timekeeping system.

2.3 Shift and Weekend Differential

Employees in *selected classifications* whose regular work schedule includes work on the Evening and Night shifts (3:00 p.m. through 7:00 a.m.) may be granted a shift differential. A minimum of four (4) hours must be worked during the 3:00 p.m. to 7:00 a.m. time period in order to qualify for this differential. Shift differential ends promptly at 7:00 a.m.

2.3.1 The differential is applied only to hours worked which fall between 3:00 p.m. to 7:00 a.m.

2.3.2 Employees in *selected classifications* whose regular work schedule includes work on Saturdays and/or Sundays should be paid a weekend differential on all hours worked between 11:00 p.m. on Friday and 11:00 p.m. on Sunday.

2.4 On Call Pay and Call Back Pay

Non-Exempt employees who are required to be accessible for prompt return to work during scheduled time off may be paid at a certain established rate for each hour in an on-call status.

2.4.1 Call time ceases when the employee arrives back at the work site at the time of the clock in.

2.4.2 A minimum of three (3) hours of call back pay will be guaranteed to employees who are called back to work. Employees will be paid at the regular rate of pay for hours worked at less than 40 in a work week and at the overtime rate of pay for hours worked in excess of 40 hours in a work week.

2.5 Meal Break

A thirty minute (30) meal break is automatically deducted from employees by the timekeeping system. During the 30 minute meal break, employees must be relieved of

ALL work related duties. A department manager may require employees to clock out for lunch. The lunch key on the time clock must be used to ensure proper lunch calculations. Lunch will be credited for actual time off of the job or for the 30 minute standard lunch (whichever is greater).

2.5.1 If an employee works through their meal break, the employee must be compensated for this time. The timekeeper must adjust (add) the 30 minutes (.5) back to the employee's time on the system.

2.6 Timekeeping Records (Retention)

Each department MUST retain their payroll records for a period of six (6) years. The complete detailed work week print out must be filed and retained for 6 years. These records must be made available for prompt review by the appropriate MCG authorities when requested.

2.7 Submission Deadline

Departments should complete their weekly close out on Mondays before 2:00 p.m. After completion the timekeeper should sign off as the supervisor approval. Signing off informs the Payroll staff that your department has completed the time. Departments should not access the Timeware system until after 9:00 a.m. each day in order to allow sufficient time for the Payroll staff to poll the campus clocks and import the time into the system.

2.7.1 If you have any questions concerning these standards, campus departments may call the Payroll Office at ext. 2831. [Georgia Correctional HealthCare sites](#) may call (706) 721-1709.

Date: 22 February 2000 | Rev. No: | Rev. Date: | No. 1.2.07