Recording of Time

THIS POLICY	REPLACES POLICY
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Policy:

Wesley Woods Senior Living, Inc. uses an automated system to record time and attendance information. The system is called *Kronos Workforce Timekeeper*. Employees make entries on Kronos over the telephone using a unique employee number. The system collects and organizes these entries and sends them to the payroll system which cuts pay checks.

All employees are responsible for supporting the Kronos System. This support is demonstrated through adherence to this policy.

Employee Responsibilities:

Each employee is responsible for completing time and attendance transactions. Employees are expected to:

- Time-in and out as close to the beginning and end of their working day or shift as possible. Exempt staff completes an exempt check-in as close to the beginning of the work period as possible.

- Be at their work stations, in appropriate attire, at the start of their normal work shift. You are considered tardy, in compliance with the Absenteeism and Tardiness policy, if not appropriately prepared to begin work at the start of your shift.

- Immediately bring to the attention of your supervisor or timekeeper any question or concern you have about your pay or the Kronos System.

- Use only designated telephones in your work area as directed by your supervisor or timekeeper.

- Report your own time accurately and consistently. Do not allow another employee to report time for you.

- Keep your Kronos employee number confidential. Only the employee, the employee's timekeeper, and their immediate supervisor need to know the number. Do not give it to anyone else. Any employee found using another employee's number can subject both employees to disciplinary action, including termination.

- Not time in or out for another employee. This action is considered the same as falsification of a time record and will result in immediate termination of employment.

- Keep your supervisor and timekeeper informed about your time worked and time off.

Employee Responsibilities Continued:

- Obtain prior approval for any changes to your schedule and hours.

- Know the location of the Timekeeping Communication and Overtime Logs. The department director and timekeeper can provide instructions on when and how to use these logs.

Department Director or Supervisor:

Each department director is responsible for overseeing the implementation of the Kronos System in their department(s). This includes:

- Establishing departmental policies and procedures related to the Kronos System, such as the location and appropriate use of the Timekeeping Communication and the Overtime Logs;

- Verifying that overtime hours reflected on a time record are in compliance with the hours of work and overtime policies of Wesley Woods Senior Living, Inc;

- Designating a department timekeeper(s);

- Reviewing and signing-off on Pay Reports on Payroll Monday (or other weekend, dependent on holidays) and returning the signed reports to the Payroll office by 10:00 AM;

- Be able to respond to questions from employees related to the Kronos System and to our pay policies and practices.

- Recommending to Payroll and Human Resources improvements related to the Kronos Systems and to pay policies and practices.

- Must approve all hours worked and exceptions to the time record. Falsification of time sheet entries will result in immediate termination of employment.

Department Timekeeper:

Each department has a designated timekeeper(s). The responsibilities of a timekeeper include:

- Orienting new employees to the Time and Attendance System;

- Reviewing Pay and Clocking Transaction Reports throughout the pay period;

- Correcting errors or editing employee Time and Attendance records;

- Reviewing the Timekeeping Communication and Overtime Logs;

- Assisting the department director or the immediate supervisor in responding to employee questions about their work time, pay, and/or the Kronos System.

- Recommending to Payroll and Human Resources improvements related to the Kronos Systems and to pay policies and practices.

Written Instructions:

Each employee receives a wallet size reference card that contains the employee's unique Kronos employee number. The card provides codes to use and instructions for making Kronos entries. After receiving the wallet card, the employee is responsible for making Kronos entries on every day or shift they work. New employees receive the reference within two weeks of employment.

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Access Numbers:

The Kronos System is accessed by dialing 404-712-8463. This will be long distance dialing for some facilities.

Guidelines for Making Entries:

After an employee accesses Kronos, the time is announced. Kronos prompts the employee to enter their Kronos employee number. This number can be found on the reference card that is given to each employee. Kronos prompts the employee to enter a clock code. The most frequently used codes are:

1= *Time-In* and 9= *Time-Out* (used by hourly, non-exempt staff)
7= *Exempt Check-In* (used by salaried, exempt staff)
5= *Float/Department Change* indicator
2= *Call-Back/Time-In*

After a code is entered, Kronos responds by confirming the code that was entered and provides a thank you message.

Kronos has a **beginner mode** where programmed instructions are automatically provided. Follow these when you first begin working with Kronos.

Kronos also has an **expert mode** where you can by-pass the programmed instructions. In **expert mode** you access Kronos and wait for the time to be announced. After being prompted, you enter your employee number followed by a clock code. You wait for the acknowledgment and thank you messages before hanging up. Become an expert in working with Kronos!

Hourly paid, non-exempt employee should *time-in* as close to the start of their workday or shift as possible and *time-out* as close to the end of their workday or shift as possible.

Salaried, exempt employee should complete an *exempt check-in* once during their workday or shift. Exempt check-in should occur as close to the start of the workday or shift as possible.

The employee must listen to the first statement-"The time is ..." each time the complete a Kronos transaction. Kronos is ready to accept a transaction **after** this statement is given.

The employee must listen to the confirmation statement ("You have entered clock code…") and the thank you message ("Thanks you for using the Kronos System") before hanging up. The entry will not be recorded if the employee hangs up before listening to the thank you message.

Entry Errors or Mistakes:

To cancel an entry, you can press the * (star) button twice or hang up any time <u>before</u> you hear the "Thank You" message.

Kronos can detect certain errors, such as an incorrectly entered employee number. If this happens, you will be repeatedly prompted by Kronos to enter a valid number.

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Pay Codes:

Pay codes are used to enter a block of time, such as On-Call or Comprehensive Leave. Each department determines if its employees are allowed to use pay codes to enter a block of time. The department timekeeper or immediate supervisor will advise employees if they need to use pay codes and which pay codes to use.

Pay and Clocking Reports:

Pay and the Clocking Transaction Reports are provided to each department during each pay period. Employees may review their Pay and Clocking Transaction Reports. Timekeeper, supervisor, and department directors review these reports **in advance** of payroll being run to make sure all entries are accurate.

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