Community Healthlink, Inc.

Finance Policies/Procedures

Timekeeping System
Effective date: ~~1/1/2008~~ ~~9/1/2018~~ ~~3/9/2020~~ 6/1/2022

I. **PURPOSE:**
   To ensure that the document that supports the payment of staff through payroll is prepared properly, appropriately approved, submitted timely and contains the information needed to properly pay each employee.

II. **SCOPE:**
   This policy relates to all employees of Community Healthlink, Inc.

III. **DEFINITIONS:**
   Kronos Timekeeping system is the source by which the employee punches in to indicate the amount of time they are scheduled to work and be paid for.

   Supervisor – the employee's supervisor or the supervisor's designated alternate are to approve time worked.

IV. **RESPONSIBILITY:**
   Compliance with this policy is the responsibility of all management personnel and staff.

V. **POLICY STATEMENT:**
   Employees are to be paid properly. The appropriate completion and approval in the Kronos timekeeping system is essential to the proper and timely payment of employees.

VI. **PROCEDURE:**
   - Exempt Employees are to punch/log into the Kronos time clock daily and get approved by the appropriate Supervisor bi-weekly.

   - Non-exempt Employees (Non-Fee For Service) are to punch into the Kronos time clock at beginning and end of each shift worked. Once the pay period is completed, the appropriate Supervisor reviews and approves the hours. Review should include accuracy of punches as well as ensuring any paid time off, where appropriate, has been added to the employee time card. Supervisors should also be checking that meal breaks are being taken, and if not, following up with the employee.

   - Fee For Service (FFS) employees are paid based upon the units of service recorded on Service Activity Logs (SALs). FFS employees should complete SAL's at least weekly and submit them upon completion to their supervisor for approval. SAL information is data entered and accumulated within the operating system and reported to payroll each pay period.

   - For further guidance related to Kronos timekeeping system see the Human Resources Supervisor Manual.

Developed by: Finance
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