



Administrative and Operational
Policies and Procedures

Policy Number:		Last Revision Date:	01/01/2014
Section:	Information Technology	Date Reviewed:	01/23/2014
Title:	Time Sheet Policy	Date Approved	01/23/2014
Approved By:	Sonu Singh	Signature:	

1.0 Overview

The workforce shall follow appropriate standards for secure and effective use of Peach State Nephrology’s time sheet system

2.0 Purpose

The purpose of this policy is to establish a standard for entering and managing time sheets.

All hourly employees must complete their time sheets. Failure on part of the employee to diligently follow rules can cause delay in the Salary being paid. Failure on the employees’ part to comply with such rules can cause the company to receive penalties. Submitted time sheets become quality records and legal documents of the company. Information generated from time sheets is also used for payroll, billing, planning, and accounting purposes.

3.0 Scope

This Policy and Procedure applies to all usage of electronic time sheet systems. It applies to all users including, but not limited to, the workforce and business associates of Peach State Nephrology.

4.0 Policy

I. User Responsibilities.

- A. Each employee is required to clock in and clock out his or her own time sheet.
- B. The User Id and Password should never be shared between employees.
- C. Time is to be logged
 - IN at start of work day.
 - OUT at start of lunch break.
 - IN at end of lunch break.
 - OUT at end of work day.

D. Whether the Lunch break is inside / outside the office, the employee must clock out / clock in for Lunch Break.

E. The first hour of Lunch Break is paid.

If your Lunch Break is going to be longer than an hour or will be taken earlier/later than normal, please coordinate with your colleagues, so that patient care is not adversely affected. Also, do not forget to inform your supervisor (Dr. Singh).

F. If the employee has taken a partial day off, and will be working more than 4 hours, he / she must clock out & clock in for Lunch Break.

G. Time cannot be entered in advance with the exception of vacation, holidays, bereavement time. or other time not worked.

H. Every day, time must be logged in for
- All hours worked
- Lunch Break (see point "F")

I. Vacation request has be made by email to your supervisor (Dr. Singh). Even if your supervisor (Dr. Singh) has verbally agreed to a vacation request, an email has to be sent to your supervisor for Official Vacation Request Approval. Vacation request is considered Officially Approved ONLY after your supervisor responds with something along the lines of, "Vacation Request is Approved for Dec 24, 25, 26, 2013." via email.

Before making a vacation request, coordinate with your colleagues, to ensure patient care/service is not adversely affected.

After the vacation request is approved, plug it in ECW.

J. Any error on a time sheet must be corrected as soon as it is discovered by informing the supervisor (Dr. Singh) via email.