

TIME AND ATTENDANCE
PERSONNEL

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Review date :

Policy:

Employees are expected to report to work at the appropriate time and to clock in and out using the Time and Attendance Collection System (TACS) as instructed. Violations are to be noted and appropriate action taken.

Prevailing Codes and Standards:

LSU Health Sciences Center policy

Procedure:

- I. Supervisors will give new employees basic directions for using the TACS system during departmental orientation, including information such as which telephones to use, codes for clocking in and out, whether or not the employee is on a schedule, how to make corrections, etc.
- II. **Clocking in and out**
 - A. Employees must clock in (code 1) and out (code 9) when reporting to and leaving work, including reporting to work from on-call (code 2).
 - B. If an employee chooses to leave the campus for lunch and does not clock out, but is gone longer than 35 minutes, he must do a time sheet correction showing a clock in and out. This correction will count toward the maximum allowed per period as defined in the policy. Failure to follow these guidelines will be considered time falsification. Anyone can take longer than 30 minutes for lunch if they do not take their two 15 minute breaks.
 - C. Any employee who works 24 consecutive hours will be required to clock out before 24 hours are met, then clock back in to finish their shift as directed by the Payroll Department.
 - D. Chronically failing to clock or clocking incorrectly can result in disciplinary action.
 1. Failing to clock correctly three times in a single pay period
 2. Failing to clock correctly one or more times in three consecutive pay periods.
 - E. Timekeeper will notify supervisor of violators.
 - F. Supervisor will counsel employee and document, and if problem continues, will issue a disciplinary action.
- III. **Tardiness**
 - A. An employee who clocks in after his scheduled start time is considered tardy.
 - B. Excused - Annual leave may be granted, or employee may be allowed to make up for the time at the discretion of the supervisor.

- C. Unexcused:
 - 1. Supervisor will provide a brief counseling on how to eliminate recurrence.
 - 2. Time missed will be leave without pay.
 - 3. Supervisor will issue disciplinary action if problem persists.

IV. Overtime

- A. Overtime must be approved by the supervisor if more than 0.5 hours per week.
- B. Employees who clock so as to create unauthorized overtime should be warned by the supervisor and are subject to disciplinary action.

V. Leave

- A. Application for Leave forms approved by the supervisor must be turned in to the Timekeeper before or during the pay period leave is to be taken.
- B. All leave slips for employees leaving early on Friday at the end of the pay period need to be turned in that afternoon.
- C. If the supervisor approves paid leave when an employee calls in on Friday at the end of the pay period to request emergency Annual or Sick, the supervisor should submit an unsigned leave slip to timekeeper so time can be recorded. Employee can sign slip when they return. The leave slip can be turned in the next day if the absence occurs Monday through Thursday.
- D. If an employee has a combination of paid leave and hours worked during his regularly scheduled work day, hours worked plus leave cannot total more than 8 hours.

Example 1: Employee applies for one hour annual leave, but time actually worked is 7.1 hours. Annual leave will be adjusted to .9 by the timekeeper.

Example 2: Employee is scheduled to work his regular schedule of 8 hours plus 4 hours of overtime. If employee leaves campus during this 12 hours, he

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should clock out and in, but will not be granted paid leave for this time, unless total hours worked is less than 8.

- E. No leave (sick or annual) if less than .5 will be keyed in.

VI. On Call

- A. Employees on call are expected to be immediately available and respond appropriately when called.
- B. Employees on call may not "float" to another LSUHSC work area or work for a different employer during the hours of on call.
- C. On-call employees who were hired PRIOR to April 2, 2001, will be paid at the rate of one hour of regular pay for every eight hours of scheduled on

call. On-call pay for employees hired AFTER April 2, 2001 is as follows:

<u>GS Level</u>	<u>Call Pay Per Hour</u>
4-9	\$1.00
10-20	\$1.50

- D. The on call schedule will be prepared by the Facility Maintenance Manager and provided to the Payroll Clerk to be keyed into the TACS system. Employees who have requested and are approved for leave should not be scheduled to be on call. When changes occur to the schedule, the Payroll Clerk should be notified.
- E. Employees who are away from work on leave are not eligible to be on call until after they have returned to work.
- F. Employees may not be on call and on leave status at the same time; therefore when an employee takes leave during a time period he is scheduled for on call, the Payroll Clerk should be notified, and must take him OFF call in the TACS system. The employee must also have a replacement until they return to work.

VII. Reports

- A. Preliminary pay reports:
 - 1. Will be printed on Friday morning (the last regular work day of the pay period) and distributed.
 - 2. Should be reviewed by employee and if no corrections are necessary, may be thrown away.
 - 3. If corrections are to be made, fill out a correction form and turn in to the timekeeper.

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- B. Final pay reports:
 - 1. Will be printed on Monday following the end of the pay period and distributed.
 - 2. Must be signed by employee if correct.
 - 3. Must be reviewed by supervisor and supervisor must sign Time Detail Summary.
 - 4. Paychecks should not be released until pay report is signed.

VIII. Corrections

- A. All corrections must be on the "TACS Employee Time Adjustment Request" and signed by the supervisor. The timekeeper **MUST** have approved documentation to make a correction.
- B. Ideally, corrections will be turned in to timekeeper as early as possible.
- C. Corrections turned in after that time must be made on a payroll correction form (filled out by the timekeeper) and will be too late for calculation on your paycheck.
- D. Supplemental checks for late corrections will be distributed on Friday the week after payday if more than \$20.00.

- E. Payment for corrections made after 12:00 noon on Wednesday after the end of the pay period will appear on the next regular paycheck.