

SOUTHERN HIGHLANDS COMMUNITY MENTAL HEALTH CENTER

POLICY AND PROCEDURE MANUAL

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Section Number 262

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5/17/17; 3/23/18; 7/18/19; 6/17/20**

Policy 262 – Automatic Data Process (ADP) Time Sheet Procedures

The ADP Time and Attendance electronic time sheet is used to digitally document each employee's hours worked and any leave time used. Non-exempt employees are responsible for calling the ADP system to clock in and clock out using the SHCMHC approved phone for each site. Exempt staff will notify their supervisor of any changes to their schedule. The supervisor approval means that:

- He/she has verified the time worked against the employee's schedule.
 - Agrees that the hours documented were worked.
- A. According to Wage and Hour requirements, all non-exempt employees must show the time you begin work, leave work, and lunch breaks. At least a 30 minute lunch is required unless: 1) you work in a program where you can not leave the consumers and must eat at your desk, or 2) unusual circumstances require you to miss lunch. Staff cannot leave early from work and call it a lunch break. If staff takes less than an hour lunch they need to notify their supervisor so corrections can be made to the electronic time sheet.
- B. Staff who are called out to provide on-call services will need to record actual called out times on a paper time sheet and send to supervisor. All basic on call services are compensated by the on-call rate. Any excessive time spent addressing issues will be compensated as approved by supervisor (this excludes crisis on-call staff). The on-call staff will be required to note the call times on paper time sheets with consumer initials and program / site. Documentation will be required to substantiate any paid time.
- C. ADP will automatically list the holiday for staff who qualify for the holiday pay. Supervisors will notify the Payroll Specialist of any changes to the holiday pay.
- D. PTO requests should be submitted to supervisor for approval. If staff need to use PTO due to an unexpected illness or emergency, they must notify their supervisor immediately so their electronic time sheet can be adjusted.
- E. If staff work at different RU's other than their home RU, the employee must use the prompt on the ADS phone system to change from their home RU to the RU they are working at. This will also document any overtime for any day that they work above their regularly scheduled hours. See Adjusted Work Schedule in Policy 220 Recruitment and Selection for Employment.

- F. Each work week will begin on Sunday and end on Saturday.
- G. Employees must notify supervisor of any missed clock in or clock out punches during normal business hours. Employees who have five (5) missed punches in a month could be subject to disciplinary action. Supervisors will look for patterns of inconsistent clock in or clock out procedures.
- H. Employees using non-approved clock in or clock out procedures could be subject to disciplinary action.
- I. All supervisors must approve time sheets by Monday at 12:00 pm of each week.