LEGACY HEALTH

ADMINISTRATION

Policy #: 500.808
Origination Date: 8/97
Last Revision Date: 9/15

SECTION: HUMAN RESOURCES
TITLE: LEGACY TIME AND ATTENDANCE (MyTime)

PURPOSE

This policy addresses staff and department manager responsibilities applicable to the automated time and attendance system (MyTime) and related issues.

POLICY

I. STAFF RESPONSIBILITIES

A. Observing Rules and Procedures

Every employee must be knowledgeable of and follow the policy and procedures for using the time and attendance system (MyTime). Consistent failure to follow the policy and procedures set forth below will result in corrective action, up to and including termination.

B. Clock Responsibilities

1. Non-Exempt

Nonexempt employees are required to “clock” in and out at the beginning and end of each workday and for lunch breaks within the workday via a badge reader or the computer. They should clock in only when “ready to work”, clock out at the beginning of their lunch break, clock in at the end of their lunch break and clock out promptly when their workday is completed, and enter applicable clocked and calendar entries in a timely manner. Failure to clock in and out at the appropriate time may result in unauthorized overtime or under-reporting of work time, which may necessitate corrective action. Employees are to clock in and out only at defined locations, primarily their assigned work location. Legacy Management defines appropriate MyTime clock-in locations.

2. Exempt

Exempt regular hours are auto-generated by the MyTime system, based on the employee’s budgeted hours. Exempt employees are required to enter any applicable exception calendar entries as a calendar request within the pay period (i.e.: Vacation, Ill, Jury Duty, etc.) Exempt calendar requests are entered via the computer.

3. Breaks and Meal Periods

Oregon law currently requires a paid, uninterrupted break away from the workstation of not less than 10 minutes (Legacy allows 15 minutes) for every segment of four hours (or major part of four hours) worked. Unpaid, uninterrupted meal periods of not less than 30 minutes
must also be provided to employees who work shifts of six or more hours in Oregon and after every period of work of more than 5 hours in Washington. In Oregon, the meal period is to be taken between the second and fifth hour worked for shifts of seven hours or less, and between the third and sixth hour worked for all other shifts. In Washington employees who work a 12-hour shift are entitled to two unpaid 30-minute meal periods, however Washington also allows employees to voluntarily waive the 2nd meal period. This policy can be temporarily preempted on a case-by-case basis if the safety and health of employees, patients, or clients would be placed in jeopardy; the true unavailability of other employees prevents the ability to provide relief; or unforeseeable equipment failures, emergencies, or acts of nature cause the break or meal period to be missed or delayed.

For non-exempt employees, meal periods must be entered into the MyTime system by clocking out at the beginning of the meal period, and clocking back in at the end. If the employee is required to remain on duty during the meal period or performs any tasks during the meal period, the meal period must be paid, and the employee would not clock out. An employee is expected to take one meal period if s/he works six or more hours, but less than 13. If an employee works 13 or more hours, but less than 20 hours s/he is expected to take two meal periods. If an employee works 20 or more hours s/he is expected to take three meal periods.

Breaks and meal periods cannot be “saved” and used to lengthen a designated break period or to shorten a workday under Oregon and Washington law.

Meal periods in which employees are required to remain on campus but are otherwise free to follow their own pursuits are considered uninterrupted. This is also true when employees are required to carry beepers, cell phones or listen to overhead pager messages.

4. **Entering Time for Someone Else**
   An employee may not clock time or enter non-clocked transactions for someone else, and may not ask anyone else to clock his or her time, except as provided within the policy (for instance, when a manager or timekeeper needs to enter time for an employee).

C. **Clocking Time from Off-Site Locations**
   No transactions may be clocked or input from off-site locations unless the individual employee has been granted off-campus access to the system. Off-campus access is granted only in cases where non-exempt employees are on Legacy business consistently off-site. Off-site access is determined on a case-by-case basis by Human Resources. Exempt employees generally do not need off-site access to MyTime.

D. **Employee Responsibility for Accuracy and Completeness of Timekeeping Information**
   Every employee must ensure that his or her own information recorded through the time and attendance system is accurate. Employees are expected to submit corrections in a timely manner in order to meet payroll-processing deadlines. All changes to MyTime transactions should be requested within the MyTime system, via a clocking request, a calendar request or a correction request.

Employees have until midnight the Sunday after the pay period closes to input the requests. If the employee misses the Sunday deadline, s/he must submit a written correction form to the
manager or timekeeper prior to the payroll closing on Payroll Monday. Correction forms must be signed by the employee and approved by the manager.

E. Timekeeping Errors from Prior Pay Periods
Employees are expected to resolve timekeeping discrepancies with their managers/supervisors. When a prior pay period correction is submitted, it is reviewed then approved by the Department Manager, who then forwards a Payroll Adjustment Request to Payroll.

II. DEPARTMENT MANAGER RESPONSIBILITIES

A. Observing Policies and Procedures
Each Department Manager must be familiar with and observe the policies and procedures related to the MyTime system. Additionally, the supervisor should administer Legacy policies which govern hours worked, meal periods, overtime pay, stand-by, holiday hours worked, premium pay for shifts and call worked hours as defined in this policy or in Legacy policy LHS.500.201, Pay Practices Supplementing Base Salary or in accordance with an employee's collective bargaining agreement.

Department Managers ensure compliance with State and Federal Wage and Hour laws regarding meal periods and breaks.

B. Responsibilities for Accurate Timekeeping Records
Maintenance and approval of employee time is critical to the employee being paid correctly. Therefore, the Department Manager is responsible for maintaining, reviewing, and approving the accuracy of the time reported by their employees. This includes resolving discrepancies between clocking records and actual time worked, reviewing employee correction documentation, and ensuring that corrections are entered in a timely manner in order to meet payroll-processing deadlines.

There may be times when the manager is absent, and it is that manager's responsibility to assign his or her rights to another manager. If the manager has an emergency and is unable to assign his or her rights to someone else, the person above that manager does have access to review and approve the absent manager's direct reports.

The Department Manager or designated timekeeper should enter non-clocked entries if the employee will be absent through the end of the pay period (such as unexpected ILL time, leaves of absences, etc.). If the employee has not made the change in MyTime prior to the end of the pay period, the Department Manager or designated timekeeper will enter time and attendance data missed by the employee directly into MyTime, or may correct the employee's input errors.

Changes or corrections to time that affect pay or benefits require documentation. Clocking requests, calendar requests and corrections entered into MyTime by the employee and approved by the manager or timekeeper are considered fully documented, as the system provides the audit trail. Corrections and modifications entered on-line by the timekeeper must be supported by documentation signed by the employee and approved by the manager. E-mail notifications from the employee with a correction form attached are acceptable, however, verbal notification of adjustments are not acceptable and should be entered into MyTime as a
correction request by the employee whenever possible. Such documentation must be kept in a departmental file for a minimum of three (3) calendar years.

Employees are responsible to resolve discrepancies in prior pay period information with their supervisors. Submission of prior pay period corrections require Department Manager review and approval. These corrections are submitted by the Department Manager on a Payroll Adjustment Request form, and forwarded onto Payroll for processing.

No employee, timekeeper or manager may approve his or her own timecard.

The Department Manager has final responsibility to ensure that all time and attendance information for the department is accurate and approved.

Falsification of MyTime records is subject to corrective action up to and including termination of employment.

C. Approval of time and attendance information

The Department Manager is responsible for timely and accurate approval of employees' time. This responsibility can only be assigned/delegated to a manager or above. In the event that the manager has an emergency and is unable to assign his or her rights to someone else, the manager's supervisor does have access to review and approve the absent manager’s direct reports.

Approvals must be complete before noon on Payroll Mondays. Payroll will be monitoring on a random basis to verify all employees’ time is approved appropriately. Failure to approve employee’s time by the above mentioned deadline may require initiating disciplinary action as appropriate (see LH.500.506, Actions to Correct Employee Performance or Behavior).

D. Delegating Timekeeping Functions

Legacy computer systems, including the MyTime system, are secured against unauthorized access. Access to the MyTime system is restricted to those functions and key leadership positions are authorized to use it. Department Managers may delegate specific timekeeping functions in their department, if appropriate. Only one timekeeper is normally designated per department. If the designated timekeeper is absent, the Department Manager should assume responsibility for timekeeping.

Designees may be given permission to view, modify and approve MyTime transactions only if the timekeeping responsibility is an assigned, on-going duty and a significant part of their jobs. Department Managers and designated timekeepers must be aware of the documentation and authorization requirements as well as Legacy Policy, pay practices and collective bargaining agreements. Manager/Timekeeper access will be granted upon completion of MyTime Training.

E. Payroll Closing Deadline

The Payroll closing deadline is Monday, noon of payroll week. Payroll closing deadlines may be temporarily modified to accommodate recognized holidays.

F. Availability of Records

Employees have access to their submitted transactions and transaction requests for the current pay period, the previous pay period and the next pay period. Employees may
access MyTime and display or print their Time Card Report for the current and previous pay periods.

G. Educational Responsibilities
Department Managers are responsible for ensuring that all new and existing employees are instructed in LH policies and practices relating to time and attendance. They are also responsible for ensuring that new and existing employees are properly trained to access and correctly use the MyTime system.

H. Counseling Employees
Department Managers are to ensure that employees comply with Legacy policies and practices concerning time and attendance, including counseling employees who make repeated timekeeping errors and initiating disciplinary action as appropriate (see LHS.500.506, Actions to Correct Employee Performance or Behavior). Supervisors provide frequent feedback to reinforce MyTime skills and explain Legacy timekeeping policies. Any violation of this policy constitutes grounds for immediate disciplinary action up to and including termination of employment, service or association with Legacy Health.

Replaces: LHS.500.808, 8.97
Approvals: HR Leadership
           CFO
           Executive Council
Originator: HR Leadership
## Terms and Definitions
The following summarizes some of the frequently used terms referenced throughout MyTime.

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definitions</th>
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<tbody>
<tr>
<td>Additional Pay Codes</td>
<td>Additional Pay Codes pay in addition to hours worked (such as evening and night differential).</td>
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<tr>
<td>Approved Hours</td>
<td>The approved hours, also known as budgeted hours, are the number of hours an employee normally works in a pay period.</td>
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<td>Approving</td>
<td>Approving a timecard report indicates the employee is &quot;OK to pay&quot;. It also indicates the employee's time has been reviewed and is accurate for payment. Only the assigned approving supervisor may approve an employee. Reports can only be approved when no critical exceptions exist.</td>
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<tr>
<td>Calendars</td>
<td>A calendar is a non-productive entry. Calendars are used to register paid time off, vacation, jury duty, or any other hours for which employees are paid but are not at work.</td>
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<td>Clock Pairings</td>
<td>Clock pairings are two clockings that are associated with each other. A clocking pair is an in-punch and the corresponding out-punch.</td>
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<tr>
<td>Clockings</td>
<td>A clocking is a productive entry, and is registered at both the beginning and end of a shift or when changing labor distribution during a shift.</td>
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<tr>
<td>Employee Number</td>
<td>Employee number is a unique number that is assigned to each employee. This number is not the employee's social security number.</td>
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<td>Exceptions</td>
<td>• Exception messages are messages printed during several processes.\n  • When the message identifies a problem that prevents processing an employee time. The message is considered critical.\n  • When the message identifies a condition, which is not a normal occurrence and of which may need further evaluation, the messages are not considered critical but simply a warning message. For example, a warning message occurs when an employee enters a special code that the employee is not eligible to use.</td>
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<td>Labor Distribution</td>
<td>Labor Distribution refers to the combination of facility, department/cost center, and job class. The system defaults all clockings and calendar entries to the employee's home labor distribution unless otherwise indicated as to where the time is to be charged differently.</td>
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<tr>
<td>MyTime</td>
<td>The automated system utilized to collect and record time and attendance.</td>
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<td>Non-Productive Time</td>
<td>Non-productive time is time not worked.</td>
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<tr>
<td><strong>Pay Codes</strong></td>
<td>Pay Codes are codes used to deliver different types of pay practices or to track specific types of time worked. For example: holiday worked, overtime, etc.</td>
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<tr>
<td><strong>Pay Period</strong></td>
<td>The two-week period during which time is recorded and transactions are entered for each paycheck.</td>
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<td><strong>Productive Time</strong></td>
<td>Productive Time is actual time worked.</td>
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<tr>
<td><strong>Quick Badging</strong></td>
<td>Used to register the employee's in or out clocking via the computer, without signing all the way into MyTime. Not to be used if the employee also needs to indicate a special code or labor distribution change.</td>
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<tr>
<td><strong>Special Codes</strong></td>
<td>Special Codes are used to indicate a special pay condition for a worked shift. A special code may also be used to indicate a return from lunch, attendance at an in-service, or when an employee is called back into work.</td>
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<tr>
<td><strong>Supervisors</strong></td>
<td>Supervisors are managers or timekeepers who have been granted timekeeping responsibility within MyTime.</td>
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<tr>
<td><strong>Time Card Report</strong></td>
<td>The Time Card Report is available for viewing within MyTime. This report summarizes all clocking activity and hours processed for a pay period. No rates of pay appear on this report.</td>
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<td><strong>Workday</strong></td>
<td>The workday is a fixed and recurring period of 24 hours -- midnight to midnight. The start of each operating unit's workday is fixed and may change only if the change is designed to be permanent. Payroll processing is based on the workday as defined by each operating unit. Transactions are recorded on the day where the first clock-in is recorded.</td>
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<td><strong>Workweek</strong></td>
<td>The workweek is a fixed and recurring period of 168 hours -- seven consecutive 24-hour periods. The start of each operating unit's workweek is fixed and may change only if the change is designed to be permanent. Payroll processing is based on the workweek as defined by each operating unit.</td>
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