

**MARKLUND**  
**HUMAN RESOURCES POLICY AND PROCEDURE**

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**POLICY NO: 4.1.3**

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**SUBJECT: E-TIME/TIME CARDS**

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**DEPARTMENT AFFECTED: ALL**

**APPROVED BY:**

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**ISSUED: 11-1-93 REV.: 3-28-95, 7/26/95, 1-30-96, 5-01-97, 3-16-00 EFFECTIVE DATE: 7-29-95**  
**04-01-01, 10-01-01, 03-01-07**

**PURPOSE:**

To ensure that Fair Wage and Hour guidelines are followed and that each employee is paid correctly for all the hours worked.

For purposes of this policy, the “time card” is the picture identification card issued to all employees.

The employee time card is considered to be the only official record of time worked. As the official record it is extremely important that the time card accurately reflect the activity within the pay period. Staff is paid for their documented hours worked. Staff is required to punch in and out in order to be paid for hours worked.

Falsification of time cards either personally or through influencing others will subject the violator to corrective/disciplinary action up to and including discharge.

Employees are expected to work only their scheduled hours of work. Overtime and other hours worked must have the authorization of the employee's supervisor prior to being worked.

**POLICY/PROCEDURE:**

1. Issuance of Time Cards
  - A. New employees are issued their first-time card in orientation.
  - B. Lost or misplaced time cards may be replaced by contacting the Payroll Coordinator. A \$25.00 fee will be deducted from the employee’s paycheck.
  - C. If an employee has an old time card or has had a change to their original information on their card, they will receive a replacement at no charge as long as they turn in the old time card.
2. Recording Time:
  - A. All staff is expected to punch in at the beginning and out at the end of their shift.
  - B. Any change to an employee’s scheduled days of work will be reflected in an Edit Report.

- C. At Marklund at Mill Creek, Marklund Children's Home and Day School, the designated individual will download and print the edit reports for their building to disperse to appropriate supervisors.
  - D. The Community Homes will receive their time sheets via fax.
  - E. For cost effective reasons, all resale shop employees will record their time worked manually on a payroll issued time card.
3. There are two kinds of Edit Reports:
- A. Preliminary Edit Reports must be accessed, as noted above, by 10:00a.m. on the first Friday of the pay period. Revised reports are due to payroll by noon of that same day.
  - B. Final Edit Reports must be accessed for Marklund Administration, Marklund Learning Campus, as noted above, revised and returned to payroll by the Friday before the end of the pay period by noon. Reports for Marklund Children's Home and Day School and the Community Homes must be accessed, revised and returned to payroll by noon on Monday after the end of the pay period.
  - I. Edit Reports will be revised by the staff person's supervisor. Downloaded or faxed reports are to be compared to the Attendance Log kept by each supervisor. For the Nursing Department, the Administrative Assistants will revise the edit reports based on the Attendance Log that is kept by the shift supervisor.

4. Swipe Card Processing

The Human Resources Department will review each edit report to ensure compliance with state and federal regulations and Marklund policy.

- A. If a conflict with policy or regulations exists, every reasonable attempt will be made to resolve the problem with the department manager prior to processing the edit report.
- B. If the Human Resources Department is required to correct the conflict without the department manager's knowledge, the manager will be advised of the correction prior to the issuance of their check.
- C. The Payroll Department will not alter an employee's time in and/or time out. These corrections can only be made by the department manager and should be communicated to the employee prior to issuance of payroll checks.

**MISSED PUNCH FORM**

**Employee Name** \_\_\_\_\_ **Employee Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Supervisor's Name** \_\_\_\_\_ **Supervisor's Signature** \_\_\_\_\_

**Time in** \_\_\_\_\_

**Time out** \_\_\_\_\_