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Time Clock Guidelines/Expectations & Examples,

- 1)** There is a 6 minute overall window to clock in and out. This is interpreted as; on a scheduled shift you should clock in no earlier than 3 minutes prior to the start of your shift to 2 minutes after the start of your shift. The reverse applies to clocking out; no earlier than 3 minutes prior to the end of your shift to 2 minutes after the end of your shift. Clocking in prior to 3 minutes before the start of a shift will result in non-authorized overtime unless prior arrangements have been made with your Supervisor or there is an emergency that requires immediate attention. Repeated clocking's of this sort without the aforementioned communication could lead to a consultation with your Supervisor. Clocking in 3 minutes after your shift begins will result in loss of time that may be taken from vacation at the end of the two week pay approval period. The reverse is applied to clocking out. Clocking out over 2 minutes after your shift ends will result in non-authorized overtime unless either prior arrangements have been made with your Supervisor or there is an emergency that requires immediate attention or a continuation of work that needs to be completed before finishing the day. Repeated clocking's of this sort without the afore mentioned communication could lead to a consultation with your Supervisor. Missing time may **not** be adjusted without approval of your Supervisor.
- 2)** On regular work days you only have to clock in at the beginning of your shift and clock out at the end. You do not have to clock out for lunch **unless** you are leaving the hospital grounds for personal reasons for example; going to get lunch at a restaurant or "fast food" establishment, paying a personal bill, visiting a friend or spouse, etc. **These are examples only and not intended to be all inclusive.**
- 3)** Staff may use the "No Lunch" Code only after prior approval of your Supervisor. ELMS takes out ½ hr (30mins) for each 4 continuous hours of recorded time. **This code is used on the OUT punch for the day.**
- 4)** Staff are asked to clock in and out on one of the 5 designated clocks within the Engineering areas unless you have made prior arrangements with your Supervisor. The clock located in Ramp 1 is exclusively for the Grounds Shop Staff. Exceptions to this guidance are working scheduled overtime and emergency call back. The 5 locations are; two in the shop area in the Basement of BT, entrance to the Work Control Center, the Mechanical shop and outside of the Med Instruments Machine shop.
- 5)** When called back during Stand-by period staff should **clock-in at the first available time clock using the "Call-Back" code 15 and clock-out using the same code at any time clock** when your work is complete using the same special code.
- 6)** Request forms for FMLA, overtime and comp time etc. will still be used in the same manner as before ELMS. This is also true for Call-In forms as well.
- 7)** Staff are responsible for making requests (missed clocking, vacation, sick etc.) through the ELMS Portal on a computer or one of the touch screen time clocks. Response by your Supervisor to these requests will be made according to the current AFSCME contract.
- 8)** Staff are responsible for making ELMS request(s) in a timely fashion. For example; unplanned sick request(s) are to be entered into the ELMS on the morning you return. ELMS Employee Time Records are approved by the Supervisors every two weeks. However Supervisors should check these on a daily basis to ensure the record is up-to-date.
- 9)** Remember that the card readers (or clocks) are proximity readers and not card swipe. When clocking remember to simply hold your card at the appropriate spot, when the green light appears you have successfully recorded the time.
- 10)** When requesting time off (i.e., Sick or Vacation) that will include the lunch hour the employee should remember to take out the ½ hr (30 minute) lunch period. As an example; an employee is scheduled for 0700 to 1530. He/she request to be away from 1000 to 1300 for a doctor's appointment. The employee should request 2.5 hours sick rather than 3 taking into account that there will be a 30 minute lunch period during this time. With this example it would better serve the employee and Supervisor if they simply informed their Supervisor they have an appointment, clock out then clock back in and fill the missing time with the appropriate request.

Things to Remember

The preceding guidelines are an overview with regards to what is expected. Basically, clock in and out at the appropriate assigned time, clock in and out on the appropriate clocks during your normal assigned hours, codes we commonly use are posted at each clock station (if not, inform your Supervisor), check your time in the ELMS Portal or at the large time clock at least three times a week, make request(s) in ELMS as soon as possible, do not wait till the last day before the finalization, do not wait after the pay period (every two weeks) to have call-back or overtime adjusted. If this occurs and it is a week into a new month time may not be altered. As an example but not all inclusive, you had been called in on May 1st but did not put in the call back code. On July 10th you want make a request to have this pay retroactive. This type of request may not be granted. Each request will be assessed on a case by case basis.

You will need to log into the ELMS portal using your Hawk ID and Password. For basic operation a guide for the ELMS portal and other information can be found at the ELMS Share Point site ELMS can be found on your Start Menu, or you can type "elms" into the URL area on the internet (internal only).

Last but certainly not least, communicate with your Supervisor.

