Name of Policy:	**Payroll System**	
Policy Number:	3364-110-11-07	THE UNIVERSITY OF TOLEDO **MEDICAL CENTER**
Department:	Nursing Service	
Approving Officer:	**Interim Chief Nursing Officer (CNO)**	
Responsible Agent:	**Interim Chief Nursing Officer**	
Scope:	The University of Toledo Medical Center	**Effective Date**: 7.1.2021 Initial Effective Date: 5/1981

_____ New policy proposal	_____ Minor/technical revision of existing policy
_____ Major revision of existing policy	__X__ Reaffirmation of existing policy

(A) Policy Statement

Each employee is responsible for recording hours worked via the api payroll system. Non-worked hours are recorded in the api payroll system by those employees in each department who are responsible for timecard maintenance. The api payroll system is accessed via the badge readers and on the computer site (when on campus) etime (https://etime.utoledo.edu/LaborWorks/Login.aspx).

(B) Purpose of Policy

To ensure that the employees' paychecks and payroll reports correctly reflects worked and non-worked hours.

(C) Procedure

1. Each employee records hours worked by using a badge reader. The employee must review their timecard screen on etime by the end of the pay period and make any requests for corrections.

2. The new timecard screen will record all time starting at 19:00 p.m. on the last Saturday of the pay period (except 12-hour or 10-hour shifts where the majority of the shift will be after 23:00 p.m.).

3. The employee who fails to clock in or out via the badge reader must have their clockings added by their Nursing Director or designee. Employees should request such clockings to be entered via etime.

4. Un-worked time is credited to sick leave, vacation, personal or compensatory time and recorded in the api payroll system and can be viewed on the timecard screen.

5. Attendance at approved activities such as staff meetings, committee meetings; inservice or other approved activities shall be documented by clocking in via the badge reader and selecting the special code TRN and clocking out via the badge reader and selecting the special code TRN.

6. The employee must clock in and out via the badge reader to record leaving for and returning from doctor, dentist or other personal appointments on or off campus. Likewise, employees leaving campus for lunch must clock to record leaving and returning times.

7. There are many badge readers available, but managers may require their employees to clock via a specific badge reader located near their department. The badge readers are the primary method for clocking in and out. The Quick Badge screen in etime should be used when the badge reader is not available.

Approved by:	Review/Revision Date:		
	1982	7/1993	6/2015
	1983	5/1995	7/2018
/s/	5/1984	6/1996	7/2021
Todd Stec, RN Date	1985	5/1999	
Interim Chief Nursing Officer	1986	8/2002	
	1987	6/2005	
Revision Completed By: Nancy Gauger, MSN, RN	1988	7/8/2008	
Review: Policy & Standards Committee: 6/15, 7/18, 7/21	1990	6/9/2010	
		9.1.2013	
	Next Review Date: 7/2024		

Policies Superseded by This Policy: 11-07