

NURSING SERVICES GUIDELINES GENERAL

Guideline: Payroll System

Policy Number Superseded: 3364-110-11-07



Responsibility: Each employee is responsible for recording hours worked via the electronic payroll system. Non-worked hours are recorded in the electronic payroll system by those employees in each department who are responsible for timecard maintenance.

Effective Date:
November 1, 2025

Initial Effective Date:
November 1, 2025

Purpose of Guidelines: To ensure that employees' paychecks and payroll reports correctly reflect worked and non-worked hours.

Procedure:

The electronic payroll system is accessed via the badge readers and on the computer site (when on campus) Symplr
<https://tuoh405.workforce.symplr.com/tm/live/protal/Default.aspx>

- (A) Each employee records hours worked by using a badge reader. The employee must review their timecard screen on Symplr by the end of the pay period and make any requests for corrections.
- (B) 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.).
- (C) 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 Symplr .
- (D) Un-worked time is credited to sick leave, vacation, personal or compensatory time and recorded in the payroll system and can be viewed on the timecard screen.

- (E) Attendance at approved activities such as staff meetings, committee meetings; in-service 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.
- (F) 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.
- (G) 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 Symplr should be used when the badge reader is not available.

Approved by:
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Initial effective date:
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Review/Revision Completed by:
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Assistant Chief Nursing Officer - 11/2025

Review/Revision Date:

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Next review date:
November 1, 2028