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Overview

EMRTC uses an electronic time tracking system to capture and record all employee time records. The electronic system allows employees to accurately monitor and track their time and enables EMRTC to efficiently process payroll and ensure that both the government and private industry customers are charged appropriately for the work performed. The following procedure has been created to ensure accurate recordkeeping and compliance.

The EMRTC Payroll Office will monitor compliance with the Time Card Procedure. Employees should notify the payroll office of questions and/or compliance issues.

1.0 Employee Timecards

1.1 Each employee shall complete their own timecards. No one is allowed to enter information or clock in/out for another employee.

1.1.1 All employees will be provided with a login account on the timecard system. The security of the password for this account is the responsibility of the employee.

1.1.2 It is a requirement that all non-exempt employees must “clock in” at the start of their workday and “clock out” at the end of their workday. All non-exempt employees are required to clock in/out when they leave for personal business.

1.2 If an employee is unable to clock in or out because of a system or computer error, accidental oversight, or other reason, it is the employee’s responsibility to create a manual clock and provide a detailed description as to why the manual clock was used. Excessive use of the manual clock function is grounds for disciplinary action.

1.3 Timecards must be submitted on a daily basis. Failure to turn in cards in a timely manner may result in delay of employee compensation.

1.3.1 If an employee fails to turn in a timecard before the close of the pay period, a Late Timecard Submission Memo explaining the delay must be submitted with the timecard in order to be paid in the following pay period.

1.3.2 If an employee has three or more late submissions the Associate Director for Finance and Administration must approve the Late Timecard Submission Memo for the employee to be paid.

1.4 Employee’s responsibilities for completing a timecard:

1.4.1 Employees must record the correct index (fund) number(s), activity code(s) when applicable and allocate time appropriately for the work performed; record should include a short description, and the location of the assignment.

1.4.2 Employees will be paid based on their clock in and out times. An explanation is required in the card’s comment area if the clock in/out time is prior to/later than their approved schedule.

1.5 When corrections are required, the timecard will be returned to the employee by either the employee’s supervisor or the EMRTC Payroll Office. The correction must be made by the employee, and the timecard must be approved or reapproved by their supervisor.
2.0 Falsification, Tampering and Unauthorized Viewing

2.1 The following infractions are prohibited and will be considered severe. Due to the severity of these infractions, employees may be subject to immediate corrective action, up to and including termination.

  - Any attempt to tamper with timekeeping hardware or software.
  - Knowingly reporting inaccurate hours worked.
  - Punching in or out for another employee.
  - Interference with another employee’s use of the Timecard System.
  - Unauthorized viewing of another employee’s time in the Timecard System.

3.0 Leave Slips

3.1 Employees who are eligible for leave must request and receive approval for leave in accordance with NMT Policy. Upon approval of leave by supervisor, the employee will complete and submit the associated timecard for the appropriate leave date(s) and hours; the approved paper leave slip must also be submitted to the EMRTC Payroll Office.

3.1.1 The EMRTC Payroll office will return all timecards reporting leave that aren’t accompanied with an approved leave slip per the NMIMT employee handbook. In the case of an illness (e.g. sick leave), a leave slip and a timecard must be submitted immediately upon the employee’s return.

4.0 Breaks

4.1 All non-exempt employees working longer than six (6) hours per day are entitled and expected to take a duty free lunch period each day. The duty free lunch should be a minimum of 30 minutes in length.

  - The lunch period is considered unpaid time and non-exempt employees must clock in and out.
  - Due to the nature of EMRTC’s work, exceptions to the lunch period may be made with the approval of the employee’s supervisor and appropriate PI or PM.

4.2 When an employee requires time off during the workday to attend to personal business, the employee must request time off from their supervisor prior to leaving the workstation. If a non-exempt employee leaves the EMRTC premises, they must clock out when leaving and clock in upon returning.

5.0 Overtime

5.1 Unauthorized overtime is prohibited. Any time worked by a non-exempt employee that exceeds the employee’s budgeted position hours must be approved by the employee’s immediate supervisor prior to the time being worked.

6.0 Administrative Responsibilities

6.1 The responsibility of timecard approvers include:

  - Certifying the accuracy of the index (fund) number(s) and hours recorded by the employee.
• Verifying an employee's start time. An explanation is required in the comment area of the timecard if there are deviations from the employee’s standard schedule.
• Ensuring that no unauthorized changes or entries are included on the timecards.
• Approving leave in accordance with policy.
• Ensuring that alterations, mistakes, and/or omissions made by the employee are corrected, resubmitted, verified, and approved by the employee and supervisor.
• Ensuring that timecards are approved daily.
• Ensuring that employees are submitting their timecards daily.

6.2 The EMRTC Director, Associate Directors, and Supervisors in the absence of an authorized signing authority may delegate their responsibility for approving timecards.

6.3 The EMRTC Director’s card will be approved by the Associate Director for Finance and Administration.

6.4 EMRTC Payroll must authorize IT to enter new employees in the timecard system.

7.0 Training

7.1 New employees are required to complete training on how to use the Timecard System upon hire. Additional training may be provided upon request to the EMRTC Payroll Office.

8.0 Provisions for Special Circumstances

8.1 The Associate Director of Finance and Administration may approve deviations or other provisions to this procedure for special circumstances. All approvals of deviations or other provisions must be documented in writing or electronically and must be signed by the Associate Director in the same medium.

9.0 Approval

Mona Torres, Associate Director for Finance and Administration, EMRTC

Mona Torres  19 Oct 2015