



JHHS Timecard Process

(Excludes Endoscopy, Oncology, and other clinics)

- All Agency staff are required to clock in and out on the unit he/she is assigned to work.

CLOCKING INSTRUCTIONS

WHEN CLOCKING IN:

Unit assignment

1. Press unit key
2. Swipe badge

Sitter assignment

1. Press sitter key
2. Swipe badge

IF RE-ASSIGNED DURING SHIFT:

Unit Assignment

1. Go to new unit
2. Press unit key
3. Swipe badge

Sitter assignment

1. Go to new unit
2. Press sitter key
3. Swipe badge

WHEN CLOCKING OUT (unit and sitter assignment):

1. Swipe badge only

- Staff members are to only clock in when “ready to start working”; meaning that personal belongings such as coats, purses, etc., have been put away and the staff member is ready to assume the performance of his/her duties.
- Rounding rules $\frac{1}{4}$ of hr
 - Staff member that clock in later than 7 minutes late will be docked 15 minutes.
 - Staff member that clock out earlier than 7 minutes before the end of his/her scheduled end time will be docked 15 minutes.
- Staff members may clock out up to 5 minutes prior to the end of their shift if approved by the charge nurse. Clocking out earlier than 5 minutes will be considered an “early departure”.
 - Lunch is auto deducted
 - On Call is code is CLL
- The following must be report to the PCM/Charge Nurse immediately:
 - Forgot your badge
 - Badge not working
 - Forgot to clock in/out
- All early arrivals and late leaving must obtain prior approval of PCM/Charge Nurse.
- All exceptions to required clocking in and out must be added to the “Exception Report.”
- You will receive your badge during orientation and should use a CMS timeslip as back-up

