



## Bayview Medical Center 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.”