

## WOODHAVEN PROCEDURES

Procedure No. 3-10-1  
Replaces Procedure No. 3-10-1

Revised: 01-01-24  
Issued: 05-16-01

SUBJECT: Payroll Time and Attendance System

PURPOSE: To carry out the mandate of the Office of the Chief Financial Officer and Policy No. 3.

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**PAYROLL SCHEDULE** - The pay period ends every other Sunday at 11:59 p.m. Time records are entered into the payroll system and wages are paid the following Friday. Woodhaven does not allow advances or payroll checks given early.

**TIME KEEPING RECORDS** - All employees time will be recorded in the Paylocity Time and Labor system using the tablet assigned to the home or work location. Some exceptions to allow mobile punching are given to employees who work in the PA Program and don't have a location to clock in/out. Actual time will be recorded but reflected on the time card and paid in quarter hour increments with a 7 minute cut-off. Seven minutes before or after a quarter hour goes back to that quarter hour. Supervisors shall schedule staff in a manner to minimize overtime.

**Paylocity – It is the employee's responsibility to make sure all of his or her time (regular, ETO, etc.) is entered into Paylocity accurately. If the employee does not enter his or her time into Paylocity accurately, the employee shall be subject to disciplinary action.** If the employee believes the hours paid on his or her paycheck are not accurate, the employee needs to contact his or her supervisor so the employee & supervisor can review the hours entered into Paylocity. If the hours were not entered into Paylocity correct, the supervisor needs to print out the timecard, document the error, sign the timecard, have the employee sign the timecard & turn the timecard into Human Resources. If the employee is at fault for failing to properly clock in and out and does not bring it to their supervisors attention immediately, adjustments to timecards will not be made after 30 days. The employee should review their timecard and paystubs on a regular basis so they are aware of any discrepancies.

**Manual checks will not be issued to employees because an employee did not correctly enter his or her time into Paylocity, unless approved by the Human Resource Director.** An employee must notify their supervisor of any timecard corrections needed and the supervisor must submit a corrected timecard to the Human Resource Department by the last Sunday of the pay period in order to be included on the next paycheck. No adjustment to timecards will be made after 30 days which will include no compensation.

All non-exempt employees must approve their timecard in Paylocity.

Employees are expected to clock in and out at the beginning and end of each shift using an approved tablet.

Employees who fail to use the appropriate tablet for clocking in and out shall be subject to disciplinary action.

A list of steps for clocking in/out follows:

1. If a clock in/out is missed it is the employee's responsibility to submit a missed punch request on their time card. A supervisor must approve all edited or missed punches. Failure to clock in and out using the tablet may result in disciplinary action.
3. Make sure your clock in/out are correct. Employees will be required to approve their time card at the end of each pay period.
4. Employees are responsible for requesting vacation/sick time hours (sick time only available for exempt employees). The supervisor will have to approve or deny all requests. Each employee will have access to their available ETO and/or Sick Leave balance. The supervisor will have access to this balance for each staff they

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supervise and will be responsible for approving or denying ETO requests based on those balances. If ETO and/or Sick Leave is not available, the employee will have to take that time off without pay.

- TSL's are guaranteed 40 hours per week. If they are not available or take time off and have no ETO, be sure you note in Paylocity the hours they are to receive pay for.
- TSL's are always paid their regular rate of pay. They do not get paid sleep rate for overnights so use them for overnights only if they are your last option.
- Weekend Relief staff who work a portion of their 32 hours and take time off are paid ETO (if available and approved by supervisor) to bring them to 32 hours. The sleep shifts are not paid in these cases
- Live Ins and Weekend Relief staff cannot work the overnight portion of their shift and take the awake hours off. If you request time off this will include the overnight hours that are attached to your shift.

### SCHEDULES

Employee schedules are entered into Paylocity and will be reflected every 2 weeks. Employees will have the opportunity to request open shifts and to request to swap shifts. All actions are subject to approval by the supervisor.

### TRAINING VIDEOS

All employees should go to the Learning section in Paylocity to review any tutorial videos to show them how to use the mobile app, punch in/out, request open shifts, request time off, etc.

The Home Coordinator/Supervisor will be required to review all timecards for each staff they supervise.

A list of steps for this procedure follows:

1. All managers will have until noon Tuesday (week of payroll) to review, correct and approve the timecards for staff that work in their departments.  
Before you approve timecards make sure the following information is included:
  - Vacation time is correctly noted.
  - If employee is exempt, make sure sick time is correctly noted.
  - Please review each week of the pay period independently as ETO or Sick Leave may be required in one or both weeks to bring the employee up to the scheduled hours.
2. Everyone should be aware of the 7 minute rule. The seven minute rule works like this: 2:53-3:07 is considered 3:00; 3:08-3:22 is considered 3:15; 3:23-3:37 is considered 3:30; 3:38-3:52 is considered 3:45. The supervisor will set their permissions on Paylocity to automatically show the punches in actual or rounded time.

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3. Verify the total hours worked for the week. If applicable, check other unit hours with the other supervisor to verify.
4. Check the number of hours an employee is scheduled to work. If the total number of hours worked did not add up to at least the number of regularly scheduled hours, ETO, Sick Leave or Unpaid Hours should be figured in to total (if available). ALWAYS double check the employees math, do not assume that they have listed the total hours correctly. This is a big problem with timecards and can be prevented by ensuring the employee has entered their time correctly. Be sure the employee has their scheduled hours in Paylocity. ETO and Sick Leave are only used in quarter hour increments and only given to bring the total hours for the week up to scheduled hours.
5. Overtime is automatically calculated. **Supervisors do not need to change hours to overtime.** Over time occurs when an employee works any hours over 40 in one pay week, All hours over 40 are overtime regardless of whether they are training, paid sleep or regular. If an employee has 8 hours of overtime for sleep or training it will be paid as overtime. Overtime will be assigned chronologically, so it will be charged to the homes where the employee works after he/she has reached 40 hours.

**It is impossible to have both overtime and ETO hours in one pay week.** If a staff takes a day of ETO and then works another day, which then makes them at 40 hours, they are paid the hours worked and no ETO. ETO can NOT be used over and above scheduled hours and should NEVER be used toward overtime. The staff or supervisor needs to adjust the ETO in Paylocity. If a different amount is needed to bring them to their scheduled hours, you must record the absence and request only the hours needed in quarter hour increments.

If an employee has overtime, the hours will be charged to the program where the overtime is worked (i.e. where he/she works after 40 hours is reached). Overtime will be paid at time and a half at the house level where overtime hours are worked. If the overtime falls during a sleep shift, the overtime will be paid at time and a half of the sleep rate assigned to the staff.

### General timekeeping items:

All irregularities in scheduled hours must be approved by a supervisor. If no supervisor is available at the time, authorization can be obtained by phone and the irregularity noted by the supervisor the following day.

**PAYDAY – All payroll is to be paid via direct deposit. Paystubs can be accessed by the employee from the Paylocity website. Employees must register with Paylocity upon hire and set their username and password.**

**PAYROLL CHANGES** - Payroll Changes are submitted by the Office of Human Resources when any of the following occur:

1. An employee is hired
2. An employee resigns or is terminated

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3. An employee's salary, job title, job location or schedule changes

**DAYLIGHT SAVINGS TIME** - for shifts that are scheduled during Daylight Savings time changes, actual hours worked will be paid. In the Spring when an hour is lost, the overnight shift will be scheduled for one less hour and scheduled hours will be paid. In the Fall when one hour is gained, the overnight shift will be scheduled for one more hour and scheduled hours will be paid.

**LOST OR STOLEN MANUAL CHECKS** - If an employee reports a lost or stolen manual check to the Accounting Office, a stop payment request will be made to the bank. A new check will be issued after two (2) working days. The employee may be charged the cost of the stop payment fee from the bank. This amount will be deducted from the employee's replacement paycheck.

**NIGHTTIME SLEEP STAFF** – If the employee sleeps during the overnight hours as part of the job description, and the occasion arises where the employee is awake and working during the regular sleep time, the employee must use the table to request a transfer to awake position for the time they were awake and the following day notify their immediate supervisor that they were awake. The employee will be required to add notes to their punches indicating why they were awake. If the employee was up for more than 3 hours or was unable to get 5 hours of uninterrupted sleep, the employee is paid the regular rate for the entire overnight period.

If a staff is covering a sleep position they must clock in following the steps below to receive the appropriate sleep rate:

1. Enter 4 digit ID in to tablet
2. Select clock in and transfer
3. Select sleep in the job drop down

**MANUAL CHECKS** – *If a manual check is approved by the Human Resource Director* and is issued, it will be available to the employee at or after noon the Monday following payday. *Should the need for a manual check be due to the employee's non-compliance with time card deadlines, a \$10.00 manual processing fee may be deducted from the employee's pay due to the additional administrative cost of processing.* The employee will also be subject to disciplinary action for failure to follow the procedure regarding timesheet accuracy and deadlines.

**GARNISHMENTS** – If an employee has a garnishment being deducted from their payroll, there will be a \$3.75 per garnishment, per paycheck processing fee deducted from the employee's pay due to the additional administrative cost of processing.

Approved by: \_\_\_\_\_  
Human Resource Director

Date: \_\_\_\_\_

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**EMPLOYEE ACKNOWLEDGMENTS:**

I, \_\_\_\_\_, acknowledge that it is my responsibility & my  
(Print your name)

responsibility alone to make sure that all of my time is accurately reflected on my timecard.

A photo will be captured at every clock in and out while using the tablet. If you do not select "allow" you will not be able to clock in.

I acknowledge that at the end of each pay period I must approve my timecard. Following the pay period, if my time is not reflected on my timecard accurately I shall be subject to disciplinary action.

I acknowledge that if an error has occurred regarding my timecard and/or pay received, I must notify my supervisor immediately. No corrections to timecards will be made after 30 days which will include no compensation.

I acknowledge that if I do not clock in/out using the approved tablet at the work location and have to submit missed punches, I shall be subject to disciplinary action.

I acknowledge that if my time is not reflected on Paylocity correctly I will only receive a manual check if approved by the Human Resource Director. I will be subject to disciplinary action if a manual check is needed due to an error on my timecard after it was approved.

I acknowledge that within the Paylocity System I have access to a learning library and can watch any tutorial pertaining to mobile ap, requesting time off, requesting open shifts, etc.

I acknowledge that it is my responsibility to report any error in my paycheck immediately to the Human Resource department. Any overpayment received will be deducted from future checks and any underpayment will be made on the next available payroll.

I acknowledge that it is my responsibility to keep my personal contact information current (address, phone #, email).

Woodhaven will make accommodations for employees with a hearing impairment. A computer will be available at all work locations and you must clock in and out via the computer at the beginning and end of every shift.

Employee Acknowledgement: \_\_\_\_\_ Date: \_\_\_\_\_