

## UMass Memorial Medical Center Policy

<b>4043 Time Reporting for Non-Exempt Employees</b>	
<b>Developed By:</b> Human Resources Department	<b>Effective Date:</b> 9/30/2011 <b>Approved by:</b> Walter Ettinger, MD - President
<b>Applicability:</b> All UMass Memorial Medical Center employees excluding those covered by a Collective Bargaining Agreement	<b>Rescission: Supersedes policy dated:</b> 2/5/10
<b>Keywords:</b> kronos, non-exempt	

### I. **Policy:**

UMass Memorial has established this policy to ensure that its non-exempt employees are compensated in accordance with all applicable state and federal laws.

- A. All non-exempt employees are required to use Kronos time and attendance or manual timesheets to record their time for a given standard workweek. Because employees in non-exempt positions must be paid based on all time worked, it is essential that all time worked be accurately and timely recorded and reported for payroll processing.
- B. Non-exempt employees are paid weekly for time worked as reported through the Kronos time reporting system. Non-exempt employees must record the exact time they begin working and the exact time they stop working.
- D. Non-exempt employees who begin working after the start of their scheduled work shift will be considered late, and may be subject to discipline up to and including termination.
- E. Non-exempt employees who leave the facility without manager authorization prior to the end of their scheduled work shift may be subject to discipline up to and including termination.
- F. Non-exempt employees who work more than their scheduled hours of work without pre-authorization shall be subject to discipline up to and including termination.

### II. **Definitions:**

**Meal Period** - 30 minute consecutive uninterrupted unpaid meal period each work day that an employee works 6 consecutive hours and is free to leave the facility.

**Non-Exempt** - A “Non-Exempt” employee is subject to the minimum wage and overtime provisions of the Federal Fair Labor Standards Act (the “FLSA”) and Massachusetts state law.

**Off The Clock Work** – Unauthorized work outside of reported hours.

**Work Break** - 15 minutes or less of paid time during which employees may take time away from work-related activities, which may be given at the discretion of UMass Memorial.

### **III. General Procedure:**

#### **A. Time Reporting**

All non-exempt employees are required to accurately report all hours of work using the Kronos time recording system by swiping in immediately before beginning work and swiping out immediately after completing all work.

If an employee's department does not use the Kronos time recording system the employee must accurately report all hours of work by signing in on a time sheet immediately before beginning work and signing out on the timesheet immediately after completing all work, or by utilizing another timekeeping method authorized by their department that accurately captures all hours worked. Non-exempt employees must record their start time contemporaneously with the time they actually start working and record their end time contemporaneously with the time they actually stop working. No employee is authorized to record a start or stop time before beginning or completing work (i.e. pre-filling out a timesheet).

No employee is authorized to swipe the badge of another employee or sign in on behalf of another employee. Any employee who engages in this practice will be subject to serious disciplinary action, up to and including termination.

#### **B. Meal Break**

UMass Memorial provides all non-exempt employees with a 30 minute consecutive uninterrupted unpaid meal period each work day that an employee works 6 consecutive hours and is able to leave the facility during their meal periods. The Payroll Department assumes that a 30 minute consecutive uninterrupted meal period has been taken unless the employee records in the Kronos time recording system or on a timesheet that the meal period was missed or interrupted. Therefore, if an employee's meal period is interrupted or missed for any reason such that the employee does not receive a 30 minute consecutive uninterrupted meal period on each day that the employee works more than six consecutive hours, it is the employee's responsibility to report the missed or interrupted meal period in accordance with the Meal Periods Policy.

#### **C. Reporting Pay or Time Recording Issues**

If, after raising the issue with their manager, an employee has any concern regarding the accuracy of their pay or the accuracy of the recording of their working time, the employee must report this concern immediately by contacting the Confidential Reporting line at 508 770-1290 as described below.

#### **D. Management Responsibility**

Managers are responsible for approving all time worked and paid time-off submitted by non-exempt employees.

Managers are also responsible for reviewing and confirming employees' reported hours worked by signing the time sheet(s) or authorizing the hours in the Kronos time recording system, and submitting employees' reported hours to the Payroll Department by 10:00 a.m. on the Monday of the following work week.

**E. Violations of Policy**

**Altering Time Records:**

It is a violation of UMass Memorial's policy for anyone to alter an employee's reported time. Any changes to an employee's reported time must be discussed with the employee and documented. If the employee does not agree with the change, the manager must notify the Payroll Manager. Employees must always be paid for all time worked, whether or not authorized, and whether or not the time worked falls within the employee's scheduled shift.

**Encouraging Off the Clock Work:**

It is a violation of UMass Memorial policy for anyone to instruct or encourage another employee to work off-the-clock, to incorrectly report hours worked, or to alter another employee's time records. If anyone instructs or encourages an employee to incorrectly report hours worked, work off-the-clock, or to alter another employee's time records, that employee should report the incident immediately by contacting the Confidential Reporting Line at 508-770-1290. Every report will be fully investigated and corrective action will be taken where appropriate, up to and including termination for any employee(s) who violates this policy. In addition, UMass Memorial will not tolerate any form of retaliation against individuals who report alleged violations of this policy, or who cooperate in the investigation of such reports. Retaliation is unacceptable, and any form of retaliation in violation of this policy will result in disciplinary action, up to and including termination.

**IV. Clinical/Departmental Procedures: N/A**

**V. Supplemental Materials:**

[Managers Guide to UMMHC Payroll Policies & Procedures for Non-Exempt Staff Policy #1404 Completion & Submission of Time Records](#)

**VI. References: N/A**