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| Completion and Submission of Time Records | |
| Developed By: HR Compensation, Payroll | Effective Date: 6/24/2021 |
| Policy Owner: Bill Nickerson, Charlene Fournier | Approved by: Judy Laroche, Vice President Associate Treasurer, UMass Memorial Healthcare |
| Applicability: All UMass Memorial Health Care employees excluding employees covered by a Collective Bargaining Agreement | Approved by: Eric Dickson MD, CEO UMass Memorial Health Care |
| Keywords: Exempt Employees, Nonexempt employees, Time Reporting, Kronos, My Time Kronos | |

Policy

Exempt Employees

Exempt employees are accountable for the performance of the duties and responsibilities for which they are hired and paid to perform.

Time must be recorded in Kronos for the purpose of distinguishing a regular workday from a day when pay is received for use of earned time. Exempt employees are expected to complete their time reporting documentation accurately.

It is the policy of UMass Memorial to comply with the Fair Labor Standards Act including its prohibition on improper deductions from the salaries of exempt employees. In accordance with the Fair Labor Standards Act, deductions from an exempt employee's weekly salary may be made for full day absences if the employee has not qualified for earned time, or does not have sufficient earned time (and/or sick bank if applicable) to cover the full day absence(s).

Nonexempt Employees

UMass Memorial Health Care will ensure that its non-exempt employees are compensated in accordance with all applicable state and federal laws.

Non-exempt employees are paid weekly (or bi-weekly at CHL) for all time worked as reported through the Kronos time reporting system, so the exact time an employee begins and ends working must be accurate.

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.

Non-exempt employees who leave the facility without manager authorization prior to the end of their scheduled work shift (except during unpaid meal breaks) may be subject to discipline up to and including termination.

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. Nevertheless, UMass Memorial Health Care will compensate non-exempt employees for all hours worked, regardless of whether the hours were authorized.

Supervisors

It is the responsibility of the supervisor or designated timekeeper to review and approve all submitted time for accuracy within the timeframe outlined in this policy.

Definitions

Exempt - an employee holding a position that is exempt from the overtime provisions of the Fair Labor Standards Act.

Kronos – The system used to electronically capture the start and end times of a work shift based either on employee card swipes or remote entries.

Meal Period – Mandatory 30-minute consecutive, uninterrupted unpaid meal period for every six (6) consecutive hours a non-exempt employee works, during which they are free from all work responsibilities and can leave their work location. Non-exempt employees are asked to attest to their meal break when swiping out of Kronos. Exempt employees are also entitled to a 30-minute meal period.

Nonexempt - A “Non-Exempt” employee is subject to the 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 non-exempt employees may take time away from work-related activities that may be given at the discretion of UMass Memorial.

Required Criteria for Procedure

The following procedures are to be followed with regards to:

A. Time Reporting

All exempt salaried employees are required to utilize Kronos time and attendance. The System maintains a standard weekly profile for each exempt salaried employee who is required on a daily basis to update the Kronos when they are working. A supervisor will need to update Kronos for any exceptions to the standard profile.

The following represents a list of typical exceptions that could be made for an employee on a weekly basis

1. Vacation/Sick days
2. Holiday Time Off
3. Authorized leaves of absence
4. Missed swipes

Exempt employees are required to swipe in at a clock or by using time stamp when working remotely once per day when working. Exempt employees are required to use earned time for full day absences from work.

Physicians in a clinical role, Physicians Assistants, Nurse Practitioners and Certified Registered Nurse Anesthesiologists are not required to swipe in or enter that they are working remotely. The department is required to review timecards, enter all exceptions and approve that their time is accurate.

The department must edit Kronos for an exempt employee who is absent identifying the applicable exception.

All nonexempt employees are required to accurately report all hours of work using the Kronos time recording system by either swiping at a Kronos clock or by using time stamp when working remotely before beginning work and after completing all work. They are also required to answer attestation questions when swiping out.

If an employee misses a swipe or entry, they are to contact their supervisor or Kronos Timekeeper. The Timesheet will then need to be updated and the exception is to be documented in Kronos by entering comments and notes.

All hours submitted under Kronos must be approved by a department supervisor prior to being submitted to the Payroll Department.

No employee is authorized to swipe the badge of another employee or sign in remotely 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 for every six (6) consecutive hours worked. During this time, the employee must be free from work and able to leave the worksite 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 for every six (6) consecutive hours worked, it is the employee's responsibility to report the missed or interrupted meal period in accordance with policy [Meal Periods/Work Breaks](#), and the employee will be compensated for the missed break. Employees may not take their meal break at the start or end of their shift to either come in late or leave early unless approved by management. Exempt employees are also entitled to a 30-minute, consecutive, uninterrupted meal period for every six (6) consecutive hours worked.

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 [EthicsPoint](#) at 844-744-9212 as described below.

D. Management Responsibility

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

Managers/Kronos Timekeepers are also responsible for reviewing and confirming employees' reported hours worked by approving the time sheet(s) or authorizing the hours in the Kronos time recording system, and submitting employees' reported hours to the Payroll Department.

Timesheet Approval and Due Dates –

Medical Center, Medical Group, Corporate (Parent): All electronic timesheets must be reviewed and approved by the department supervisor no later than 2:00 PM on the Monday following the close of the standard workweek. They are due no later than 2:00 PM on Tuesday when there is a Monday holiday.

Marlborough Hospital: All electronic timesheets must be reviewed and approved by the department supervisor no later than 11:00 AM on the Monday following the close of the standard workweek. They are due no later than 11:00 AM on Tuesday when there is a Monday holiday.

Health Alliance/Clinton: All electronic timesheets must be reviewed and approved by the department supervisor no later than 2:00 PM on the Monday following the close of the standard workweek. They are due no later than 2:00 PM on Tuesday when there is a Monday holiday.

Community Healthlink: All electronic timesheets must be reviewed and approved by the department supervisor no later than 11:00 AM on the Monday following the close of the standard workweek. They are due no later than 11:00 AM on Tuesday when there is a Monday holiday

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.

It is against UMMHC policy for nonexempt employees to work off the clock, or for any employee to instruct or encourage work off the clock. Any incidents must be reported to [EthicsPoint](#) at 844-744-9212.

No changes to this policy may be made in isolation or independently.

Entity/Department Specific Procedures

N/A

Supplemental Materials

N/A

Rescission

This policy supersedes and combines the following policies:
UMMHC Policy Completion and Submission of Time Records, dated 12/11/20
Health Alliance Clinton: HA-60-71: Time Reporting for Non-Exempt Employees, dated 4/5/19
Health Alliance Clinton: HA-60-84, Time and Attendance Reporting for Exempt Employees, dated 12/17
Marlborough Hospital: HR-42 Time Reporting for Nonexempt Employees, dated 3/1/21
Medical Center Policy: 4043 Time Reporting for Non-Exempt Employees, dated 5/30/18
Medical Center Policy: 4044 Time Reporting for Exempt Employees, dated 5/30/18

References

N/A