

**HACKETTSTOWN REGIONAL MEDICAL CENTER  
ADMINISTRATIVE POLICIES  
PROCEDURE FOR RECORDING TRAINING HOURS/DOLLARS**

Effective Date: February 1998

Policy No: FI12

Cross Referenced:

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Authority Chief Financial Officer

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**SCOPE**

All Hackettstown Regional Medical Center employees

**PURPOSE**

To provide a procedure to collect and record all expenses associated with the training and implementation of new information systems.

**DEFINITIONS**

I. N/A

**POLICY**

I. All labor hours associated with training related to new information systems projects will be collected and recorded in a specific cost center (for Care Excellence the cost center is 8547) under the salary/wage classification. All labor hours associated with the implementation of new information systems will be collected and recorded in a separate designated cost center. All other expenses will be recorded under the assigned cost center using the appropriate sub-account.

**PROCEDURE**

1. All hours associated with the project will be recorded through the time and attendance system. Hourly employees will punch into the computer conversion cost center at the beginning of their shift or transfer into that department at any time during their shift.
2. At the time clock the employee will press the XFER key and then swipe their badge. At the job number (#) prompt they will press "1" and then press ENTER. At the department number (#) prompt, they will key in the designated department number and then press ENTER.
3. Exempt employees will edit their timecards for all hours associated with the project. On the edit screen in Time and Attendance, they will select the "TRN" code and enter the designated department number on the department line. The Administrative Director will then approve timecards.
4. All other expenses incurred relating to the project will be processed through Accounts Payable using the appropriate form (purchase order, check request or expense report) and charged to the proper account number. All check requests and expense reports associated with a project must be submitted for payment **separate** from any other requests for payment.