

**HACKETTSTOWN REGIONAL MEDICAL CENTER
ADMINISTRATIVE POLICY MANUAL**

TIME AND ATTENDANCE SYSTEM

Effective Date:	06/1993	Policy No:	FI20
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PURPOSE

To provide a computerized system of monitoring time and attendance and to provide information for wages.

POLICY

The hospital provides a computerized time and attendance system which provides an accurate accounting of each employee's work hours. The information is gathered by requiring each employee to clock in and out of work on scheduled workdays and for inservice and meetings. A nametag issued to each employee when hired is used to activate the transaction in the time clock.

The information collected is utilized as a database for recording each employee's time and attendance and as a base for paying wages.

All employees except those specifically designated as exempt are required to utilize the system.