

**HACKETTSTOWN REGIONAL MEDICAL CENTER
ADMINISTRATIVE POLICY MANUAL**

MANAGER TIMECARD APPROVAL

Effective Date:	11/02	Policy No:	FI23
Cross Referenced:		Origin:	Finance Department
Reviewed Date:	09/04, 09/07, 11/10	Authority:	Chief Financial Officer
Revised Date:		Page:	1 of 1

PURPOSE

To provide an internal control mechanism for appropriate approval of managers' timecards.

POLICY

Managers' timecards will be approved no later than the Monday of payroll week.

PROCEDURE

1. During each pay period the manager will edit his/her timecard indicating appropriate hours worked, use of AL time as well as other miscellaneous categories.
2. On Monday morning of payroll week, the Administrative Directors will approve all of their respective Department Managers' timecards on line on the time and attendance system before 10:00 a.m.
3. If an Administrative Director has not approved their timecards within the predefined timeframe, the Controller and/or Accounting Manager will be notified by payroll personnel and will approve those timecards on line.
4. A copy of those timecards will be printed and forwarded to the respective Administrative Director for review.