

**HACKETTSTOWN MEDICAL CENTER
PHYSICAL/OCCUPATIONAL THERAPY PROCEDURE MANUAL
TECH TIME/PAYROLL**

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Origin: Physical/Occupational Therapy
Authority: Therapy Services Manager
Page: 1 of 1

POLICY

To establish appropriate management of accounting of staff time for payment and benefits.

PROCEDURE

All employees will follow the proper clocking procedures consistent with hospital policy. No other employee can clock in for another.

Individual's hours are to be recorded on departmental tracking sheets to assure payroll is correct; each staff member is responsible for the notation of his/her hours. Any benefit payments or manual adjustments are to be noted in order to be properly credited.