	Cook County Bureau of Health Services	POLICY
Title: EMPLOYEE ID AND SWIPE FOR PAYROLL	Page: 1 of 5	Policy # HR.2.10.2
	Date of Origin: 12/20/07	Effective Date: 6/23/2008

POLICY:

In order to maintain accurate payroll records and assure security to all areas of the hospital, all employees must have and display their hospital ID while on duty. The Electronic Payroll System (EPS) is the official timekeeping method used by the Payroll Department to pay the salary of each employee every two weeks. It is therefore, management's responsibility to assure all information entered into the system via swiping is accurate and valid. The hospital ID is programmed for an access level depending on employees' need as determined by their Department Head. Failure to have an ID impinges on the employee's ability to gain access to certain areas and perform their normal duties.

AREA AFFECTED: All Bureau of Health Services facilities and department's staff

PROCEDURE:


I. Swiping In and Out

- A. All employees are to swipe in and out on days worked with the exception of authorized Managers. To swipe in or out, the monitor will prompt the user to either press #1 to swipe in, or press #0 to swipe out. A successful transaction will indicate "Thank You".
- B. Employees must swipe at stations designated by their Department Head. Swiping at unauthorized stations throughout the hospital is not allowed.
- C. Employees are not to swipe in more than ten (10) minutes before the start of their shift and must swipe out at the end of their shift not more than ten (10) minutes after the end of their shift.

II. Failure to Swipe - Forgotten or Missing ID's

- A. If an employee is unable to swipe due to a forgotten or missing ID, they can go to Human Resources during operating hours and receive a temporary one day ID. The employees' official start time will commence upon returning to their department with the temporary ID. It is at Managements' discretion to either adjust the employees' shift or dock them for time lost.

- 1. Report to their assigned work area and immediately inform their

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Manager / Supervisor that they have forgotten or missing their ID Badge.

2. Management is to provide the employee with a "non-punch" form; the employee will proceed to the Hospital Police Office at Stroger, the Department Supervisor at Oak Forest and the House Administrator at Provident.
3. The employee will ask for the Watch Commander at Stroger, the Department Supervisor at Oak Forest and the House Administrator at Provident and provide the Watch Commander at Stroger, the Department Supervisor at Oak Forest and the House Administrator at Provident with picture identification. If the employee does not have appropriate identification, a Manager / Supervisor must accompany the employee to the Watch Commander at Stroger, the Department Supervisor at Oak Forest and the House Administrator at Provident to identify the employee.
4. Once proper identification has been established, a temporary ID Badge valid for one (1) day will be issued to the employee by the Watch Commander at Stroger, the Department Supervisor at Oak Forest and the House Administrator at Provident.
5. The temporary ID must be turned in to the Manager / Supervisor at the end of the scheduled shift or shifts for which the temporary ID Badge was issued.
6. The Manager / Supervisor will record the time the temporary ID was turned in as the official end of the shift of that day. Failure to turn in the temporary ID may cause the employees' hours to be short.

- B. Employees who fail to swipe in or out in a day must report the omission as soon as possible to their immediate Manager / Supervisor. The Manager / Supervisor must fill out the Payroll - Approval of Non-punch Hours form and remind / counsel the employee as to their oversight. This conversation is to be documented for future reference.

III. Damage to Equipment

Exterior damage to a swipe station is to be reported immediately to Buildings and Grounds. Suspected programming errors are to be reported to the HIS Help Desk by the Timekeeper.

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IV. Monitoring Process

- A. Employees' records will be checked at the end of each pay period by the Department Head or Designee for attendance, tardiness, accuracy and other related information such as exceptions to the swipe locations. These reports will be supplied weekly to the Department Heads by payroll.
- B. Days off and Shifts cannot be changed without the prior approval and documentation of the Department Head / Designee.
- C. No employee is allowed to make up time for tardiness.
- D. The Director /Department Head / Designee are the only authorized personnel to make payroll adjustments other than the timekeeper.
- E. The Director / Department Head / Designee are the only authorized personnel for approving (signature-required) time documents before submission to the Payroll Department.

V. Discipline


The Rules and Regulations Governing Employee Conduct indicate that misuse of timekeeping methods or facilities will subject participants to disciplinary action by the supervisor. The official charges include but are not limited to the following:

- #8 Misuse timekeeping methods
- #9 Failure to follow instruction or failure to work in accordance with County policies, procedures and/or practices.

Employees, who report to work without their hospital issued ID, more than twice in a twelve (12) month period, will be subject to progressive discipline for failure to follow instructions after the second occurrence. Each occurrence after the second occurrence will be cause for progressive discipline.

Swipe infractions will result in discipline for the following reasons in any combination:

- Failure to swipe in
- Failure to swipe out
- Using the wrong code
- Swiping in/out more than once in a day (Employees on special shift excluded)
- Swiping in/out more than 6 minutes before/after shift
- Swiping at a non-designated clock
- Damage to or attempt to alter time on EPS swipe station

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Action will be taken progressively as follows:

Counseling

When it is observed that an employee may be developing an absence or tardiness problem, it will be the responsibility of the Manager / Supervisor to apprise the employee of their record and encourage them to take corrective measures in order to avoid further disciplinary action.

Time Span	Occurrences	Discipline
3 Month span	3	Verbal Reprimand
6 Month span after 1 st discipline	2	Written Reprimand
6 Month span after 2nd discipline	2	Hearing with a 3 day suspension*
6 Month span after 3rd discipline	2	Hearing with a 10 day suspension*
6 Month span after 4th discipline	2	Hearing with recommendation for termination

**The NNOC contract does not require a pre disciplinary hearing but you are required to investigate the circumstances before issuing discipline.*

***Each ACHN Clinic will develop practices for each facility which will follow this policy in principle.*



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EFFECTIVE DATE: April 15, 2008

WEB POSTING DATE: June 12, 2008

AMMENDED DATE: 2/26/2008, 5/28/08

REPLACEMENT OF: new

KEY WORDS: Swipe ID, Employee ID, Electronic Payroll System