

## MEMORANDUM

From: John Cookinham  
Chief Financial Officer  
Cook County Health & Hospitals System

Maurice Walker  
Director of Payroll  
Cook County Health & Hospitals System

To: All CCHHS Employees

Subject: Mandatory No Swipe Forms

Date: May 24, 2013

Please be reminded that every CCHHS Employee must complete a No Swipe Form when the Employee fails to swipe his or her identification badge to record attendance as required pursuant to the applicable CCHHS policies.

Attached is a copy of the No Swipe Form to be completed by the Employee and approved by the Employee's supervisor pursuant to the applicable CCHHS policy.

Also attached are the relevant CCHHS policies addressing swiping to record attendance. These policies will be strictly enforced and failure to comply may result in disciplinary action.

Thank you.

Attachments: No Swipe Form  
CCHHS Policy # HR.2.10.2 Employee ID and Swipe for Payroll  
CCHHS Policy # HR.2.10.4 Physician Time – Record Keeping