

Kids Central, Inc. System of Care Policy & Procedure

Series: Finance, Accounting and Contracts

Policy Name: Time Cards

Policy Number: 934

Origination Date: 08/23/06

Revision Date: 2/27/07

Authority:

Policy:

It is the policy of Kids Central, Inc. to document, track and maintain accurate records of time worked by each employee and ensure proper compensation is distributed.

Procedure:

Payroll is calculated and paid on a two-week cycle.

1. Time card approval notifications by e-mail are due to the Accounting Department on the Wednesday prior to payday. They are due by 10:00 AM on the designated due date.
2. All non-exempt and exempt employees are required to utilize the ADI Time Clock system. An internet connection to the electronic ADI Time clock system is on all employee computers. The supervisor is required to view the time cards for errors through the electronic time clock system and make the appropriate correction/s. The supervisor will approve the regular time, overtime and paid time off as applicable. The supervisor will then submit an e-mail to the Accounting Department by 10:00 AM, informing that the time cards are approved on the designated due date.
3. Accounting controls are in place to ensure separation of duties. Time card punches are entered daily by employees in the electronic time clock system via the internet, approved in the electronic system by their supervisors and reviewed by the Accounting Department.
 - a. Time card reports are printed, organized alphabetically by name and by department. Employee punch data is reviewed by the Accounting department for missing or unusual punches. Any missing or unusual punches are followed-up with the department supervisor to correct the punches.
 - b. The time clock system calculates the time worked, paid time off and total hours to be paid for each employee. The time clock system also provides department and company totals for this information. The time clock system maintains the Paid time off balances. Supervisors utilize this information to approve employee paid time off requests.

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- c. Reports are available for printing any of the time card information. These reports are utilized in the verification of hours that are uploaded into the Paycor payroll system.
- d. Once payroll is completed, the time card reports are placed in the payroll file cabinet which is locked and are also filed electronically by pay period.

Approved By:

Cynthia A. Schuler, Chief Executive Officer

Date