ASVH-F Time Procedure

1. Collection
   a. Leave slips and OverTime slips are collected by 9 am daily by HR.

   b. Exception logs are collected daily by HR.

2. Data Entry
   a. Leave slips are keyed.

   b. Exception log entries are keyed.

   c. Time clock errors are corrected.

3. Reports
   a. Employee Phantom Pairs report is run by 8am. Corrections are made with times checked against staffing logs, sign in sheets, and exception logs.

   b. Employee Time Detail report is run daily after time is approved. Report is provided to NHA.

4. SIM
   a. After all changes and above reports are run a simulation is completed on Friday before payroll and Monday of payroll week to check for accuracy.

   b. Corrections are made as needed through verification from supervisor if employee has less than 64 hours. Supervisors are contacted to determine if there are missing leave slips for 40 hour per week employees and for all other employees with less than 64 total hours. Staffing logs and sign in sheets are used if supervisor is unavailable.

5. Approval
   a. NHA signs exception logs and they are placed in exception log folder.

6. Overtime Report
   a. Tuesday after payroll exits the Number of Hours Evaluated report is run to identify missing overtime/comp sheets.

   b. A list of employees missing overtime/comp sheets is emailed to supervisors.

ASVH-NLR Time Procedure

1. Collection
   a. Leave slips
      Turned into DON/HR on Mondays and Thursdays by 9 am.

   b. Exception logs are collected Monday and Thursday mornings.

2. Data Entry
      Exception log entries are keyed.
      Time clock corrections are completed.
      Leave sheets are keyed.

3. Reports
   a. Time Clock Error Update report is run by 8am. Corrections are made with times checked against staffing logs, sign in sheets, and exception logs.

   b. Employee Time Detail report is run daily after time is approved. Report is provided to NHA.

4. SIM
   a. After all changes and above reports are run, a simulation is completed on Friday before payroll and Monday of payroll week to check for accuracy.

   b. Corrections are made as needed through verification from supervisor if employee has less than 75 hours. Supervisors are contacted to determine if there are missing leave slips for 40 hour per week employees and for all other employees with less than 75 total hours. Staffing logs are used if supervisor is unavailable.

5. Overtime Report
   a. Every Tuesday the Number of Hours Evaluated report is run to identify missing overtime/comp sheets.

   b. A list of employees missing overtime/comp sheets is emailed to supervisors.