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| <b>CHAPTER</b><br>Human Resources   | <b>CHAPTER</b><br>05  | <b>SECTION</b><br>001   | <b>SUBJECT</b><br>75  |
| <b>SECTION</b><br>Personnel   |   | <b>DESCRIPTION</b><br>Time Sheets/Absence from Scheduled Work |   |
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**APPLICATION:**

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|--|---|---|---|
| <input checked="" type="checkbox"/> CMH Staff                        | <input type="checkbox"/> Board Members              | <input type="checkbox"/> Provider Network | <input type="checkbox"/> Employment<br>Services Providers |
| <input type="checkbox"/> Employment<br>Services Provider<br>Agencies | <input type="checkbox"/> Independent<br>Contractors | <input type="checkbox"/> Students         | <input type="checkbox"/> Interns                          |
| <input type="checkbox"/> Volunteers                                  | <input type="checkbox"/> Persons Served             |   |   |

**POLICY:**

Lapeer County Community Mental Health (LCCMH) works with Lapeer County Administration to assure LCCMH employees are paid timely.

**STANDARDS:**

- A. All LCCMH county employees accurately complete and submit an electronic time sheet in the Human Resources Information System (HRIS) each pay period.
- B. Sick, personal, and vacation leave time is accrued in accordance with Lapeer County policy and is tracked in the HRIS.
- C. Staff are required to follow Lapeer County policies regarding authorized absences. Conditions and procedures for authorized absences are outlined in the County of Lapeer Authorized Absences and Authorized Absence Without Pay (AAWP) policies.
- D. Staff who work over 40 hours a week are compensated in the form of work adjustment time (WAT) or pay at time and one half. See LCCMH Policy 05.001.85 Work Adjustment Time.

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## **PROCEDURES:**

- A. LCCMH employees complete their time sheet by 10:00 a.m. on the last Friday of the pay period.
  - 1. If the schedule changes due to holidays or other circumstances, employees are notified.
- B. All supervisors review and approve their department staff's time sheets in the HRIS by 3:00 p.m. on the last day of the pay period.
- C. Requests for time off are submitted and approved through the HRIS.
- D. A clinician serving on the after-hours emergency on call rotation enters on-call pay and face-to-face services in the HRIS.
- E. The LCCMH HR staff verifies the accuracy of time sheets using the verification reports available in the HRIS. If needed changes are identified, supervisors revoke the timecard and staff make the correction.

## **REFERENCES:**

Policy 05.001.85 Work Adjustment Time  
 County of Lapeer Authorized Absences  
 County of Lapeer Authorized Absence Without Pay (AAWP)

AM:lr

**Supersedes:** #10/05030 dated 10/28/2005