

Effective Date: October 2019

Responsible Official: Managing Supervisor

### 3.4 GMHEC Time Entry Process

This document establishes the process and includes instructions for time entry for all GMHEC hourly positions, which should be supplemented by the good judgment of each employee.

Time Entry Protocol:

- Each hourly employee will be responsible for entering their time for each day worked in the [GMHEC Time Sheet](#) within 24 hours of the time worked – it is highly preferred that time be entered each day when completed.
- Employees will honestly and accurately record the time that has been worked, recording any time for breaks taken (an option built into the Time Sheet form).
- For full-time employees, GMHEC daily work hours begin promptly at 8:15 am, end at 5:00 pm, and allow for a 1 hour lunch break. Please request approval from your supervisor *in advance* before working any overtime.
- Employees may find the numbers of hours paid in each paystub – please see the Employees page for instructions on finding this information in the Sage Employee Self Service system. Employees are encouraged to review each paystub for accuracy, and contact their supervisor immediately with any concerns.
- Please see the Employees page for the GMHEC annual pay run calendar.
- GMHEC values the overall wellbeing of our employees and recognizes the importance to health of sufficient time away from work. Please see the Employees page for the GMHEC PTO policy. Please take special note of the below:
  - Notice and Scheduling:
    - GMHEC treats its employees as professionals and expects that employees consider the success of our organization and our customers, to the extent possible, when requesting discretionary time off. Requests for time off should be directed to your supervisor via email. Once the time is approved, please also record it on the GMHEC Time Off Calendar and on your personal calendar and be sure to create an away phone message and turn on your email out-of-office notice with information on who to contact in your absence.
    - You are required to provide your supervisor with reasonable advance notice and obtain approval prior to using PTO. This allows for you and your supervisor to prepare for your time off and assure that all staffing needs are met. There may be occasions, such as sudden illness, when you cannot notify your supervisor in advance. In those situations, you must inform your supervisor of your circumstances as soon as possible.

Time Entry Instructions:

1. Please find the [GMHEC Time Sheet](#) submission form on the Employees page of the GMHEC website, under the 'Forms for Payroll' header, Item #7.
2. Please complete all fields in the form:
  - a. Your Email

- b. Today's Date
- c. Time Work Started
- d. Start of Lunch Break (or other significant break, if taken)
- e. End of Lunch Break (or other significant break, if taken)
- f. Time Work Ended
- g. *If applicable, PTO Start Date - Use this for doctor's appointments, floating holidays, etc.*
- h. *If applicable, PTO End Date - Use this for doctor's appointments, floating holidays, etc.*
- i. **Time entered should total 38.75 hours worked each week**, 7.75 hours each day – please see above note that daily working hours for full-time employees begin promptly at 8:15 am, end at 5:00 pm, and allow for a 1 hour lunch break.

3. Click Blue 'Submit' button at the bottom of the form.
4. A copy of your responses will be emailed to the address you provided.
5. Your supervisor will review and approve your entered time prior to each payroll being issued, and contact you with any questions.
6. Thank you for your dedicated work on behalf of the Consortium – it is offering a vital service to our member institutions, and it makes a difference!