

Employee Payroll: Policy and Procedures

PURPOSE

To establish guidelines for all levels of responsibility for recording hours worked and hours not worked; accurately completing bi-weekly and monthly web based timesheets using the Huntington Business System (HBS) timekeeping program; and to define consequences for noncompliance.

POLICY

- A. Employee is responsible for accurately completing their time sheet on a regular basis and saving changes, using the HBS Time Suite, available on the Mednet Home Page. Cost centers, shift codes, hours, and types of pay are required for each day of pay. Prior to leaving for approved time off, the employee will complete their timesheet in advance or make arrangements with his/her supervisor or the payroll representative. If the employee does not complete their timesheet or make arrangements with their supervisor or payroll representative, this may cause their time sheet and/or payroll to be late or incorrect.
- B. Employees cannot be paid for hours claimed beyond available accrual balances.
- C. Non-worked /non-productive hours (sick/holidays/vacation) and hours worked may not exceed the total bi-weekly hours as designated by the employees appointment; e.g. appointment at 100%, hours are not to exceed 80; or appointment at 60%, hours are not to exceed 48 in a pay period.

PROCEDURE

- D. Using the HBS Time Suite, each employee must click "complete" on their timesheet at the end of each pay period, certifying the timesheet submitted is a true and accurate reflection of time worked and/or time not worked.
- E. The supervisor or designee is responsible for verifying accuracy against time off requests or overtime (OT) worked, approving and submitting timesheets for processing within the proper time frame as established by the Campus Payroll Department.
- F. It is the employee's responsibility for notifying their supervisor or designee as soon as possible of any errors to pay or accruals. Corrections in hours to past pay periods should be entered on the HBS timesheet for the affected pay period. The supervisor or designee will work with Faculty Practice Group (FPG) payroll specialist to correct the error within two pay periods.
- G. Only the payroll specialist or employees supervisor may make changes or corrections to the timesheet once completed by the employee.
- H. Employees and or payroll approvers (supervisor or designee) needing assistance with completing or submitting timesheets should contact FPG payroll specialists.
- I. All newly hired employees to the FPG will have an orientation to the HBS Time Suite as part of the New Hire On-boarding appointment.

- J. Employees designated as required to use time clock will have an orientation to the HBS Web Clock as part of the New Hire On-boarding appointment as well as review the process as part of the Department Specific Orientation.
- K. Procedures for completing the HBS timesheet are available on the Mednet home page www.mednet.ucla.edu
- L. Employees may print their timesheet at their discretion.
- M. Failure to submit timesheets timely may result in employees receiving payroll late.

EQUIPMENT

Computer access

REFERENCES

Personnel Polices

Payroll Polices

HBS Training Manual 3/2009

POLICY OWNER:

Human Resources and Payroll, UCLA FPG Physician Support Services

APPROVAL

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REVISION HISTORY

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