

## Managing Leave Requests

When employees need time off – vacation, floating holidays, or personal time, for example – they will create a Leave Request, which a Supervisor will then review and either approve or deny.

---

Note: Supervisors will receive emails when an employee submits a leave request.

---

Follow these steps to manage Leave Requests using the Calendar Dashboard (screenshots that describe each step are on the page that follows):

- 1 Select **Supervisor Dashboard** from the Daily Operations menu.
- 2 Click the Leave Requests link to open a Pending Leave Requests window that shows a list of employees who have submitted Leave Requests.
- 3 Click the name of an employee to open a window where you can approve or deny the request.
- 4 Scroll to the bottom of the window to review the employee's benefits to determine whether s/he is eligible for time off.

---

Note: Leave Requests can be approved, even if the employee has insufficient benefits; however approval does not necessarily mean the employee will be paid for his/her time off. Notify your Payroll Manager if you approve time off for an employee who has insufficient benefits.

---

- 5 Do one of the following
  - Click **Approve** (shown in the example that follows).

When the Confirm Approval of Employee's Leave Request window opens, enter Notes (they will appear in the email the employee is sent if you choose to send one). The email Acceptance of Approval box is checked by default; be sure to enter the employee's email address so an approval message can be sent. Click **Ok**.

- Click **Deny**.

When the Confirm Approval of Employee's Leave Request window opens, enter Notes (they will appear in the email the employee is sent if you choose to send one). The box titled email unable to accommodate notification to employee is checked by default; be sure to enter the employee's email address so a denial message can be sent. Click **Ok**.

**Screenshots are available on the next page.**

1

Payroll Manager

Periods: Current Period

Calendar Dashboard

From 08/27/11 to 09/02/11

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Aug 27	Aug 28	Aug 29	Aug 30	Aug 31	Sep 1	Sep 2
Schedules 1	Schedules 3	Schedules 141	Schedules 156	Schedules 139	Schedules 161	Schedules 136
Shifts Worked 1	Shifts Worked 2	Shifts Worked 124	Shifts Worked 139	Shifts Worked 128	Shifts Worked 136	Shifts Worked 126
						Overtime 74:15 Leave Requests 1 Non Critical Exceptions 9 Critical Exceptions 1 Today's Absences 2

2

Supervisor Unapproved Time Cards - Previous Period: 4 Employees

Employee Unapproved Time Cards - Previous Period: 261 Employees

Approaching Overtime - Current Period: 68 Employees

Hide Menu

September 2 2011 262 Active, 0 Inactive Employees  
Pay Period is Sat Aug-27 11 to Fri Sep-2 11 Post Mon Sep-5 11.

Payroll Manager

Previous Week | Following Week | Order By: Order Requested | Properties

### Pending Leave Requests

Thu Sep 8	Fri Sep 9	Sat Sep 10	Sun Sep 11	Mon Sep 12	Tue Sep 13	Wed Sep 14
Baffoni, Edith A 09/02/11 9:58		Req Vacation 8:00				

3

5

Approve | Deny | Change

Baffoni, Edith A

ID 304 | Badge 304 | Workgroup 4-999-000

Request 8:00 Hours on Sep-9 11. Using Vacation.

Submitted on 09/02/11 9:58

Benefit 9: Current Balance 0:00 as of 09/02/11

Benefit 10: Current Balance 0:00 as of 09/02/11

4

#### Confirm Approval of Employee's Leave Request

Notes

eMail acceptance of approval to employee

Employee's eMail Address:

Ok | Cancel

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Sep 5	Sep 6	Sep 7	Sep 8	Sep 9	Sep 10	Sep 11
				Baffoni, Edith A Start End Amount Currently Unscheduled Workgroup Statistics Schedules Hours Normal 213 1574:00 Absent 0 0:00		

## Approving and Locking Time Cards

Time cards can be approved and locked individually if your Time and Attendance system is set up with that functionality. Supervisors generally approve and lock time cards at the end of the pay period for the previous pay period.

- Approving a time card date stamps the employee's time card, indicating to the Payroll Manager that it is ready for payroll processing. Supervisors can still make changes to the time card – for example, adding PTO for an employee – and, when necessary, can remove an approval.
- Locking a time card means that no additional changes can be made. Only Payroll Managers can unlock time cards.

This job aid provides instructions for:

- Approving and locking a time card.
- Removing time card approval.

**Detailed instructions and screen shots begin on the next page.**

## Approving and Locking Time Cards

Follow these steps to approve and lock a time card for an individual:

- 1 Select **Time Cards** from the Daily Operations menu.
- 2 Click the name of the employee whose time card you want to approve and lock.
- 3 At the bottom of the schedule, click the Time Card Not Yet Approved icon (shown below) to approve the time card:



The icon changes to Time Card Approved.

- 4 At the bottom of the schedule, click Time Card Not Yet Locked icon (shown below) to lock the time card.



**Payroll Manager**

Period Excel Print Preview

**Time Cards**

Employee	REG	OT	PTO	VAC	Totals
<b>Totals</b>	4994:30	74:15	88:00	196:00	5352:45
Addison, Irene S	33:00				33:00
Allen, Connie T	40:00	0:15			40:15
Anderson, Brian Ia	40:00	2:15			42:15

**Addison, Irene S (Illinois, Installation, \*\*Default\*\*)**

Last Name	First Name	ID	Badge	Location	Department
Addison	Irene	250	250	Illinois	Installation

Date	Schedule		Punches		Hours		Location
	Start	End	In	Out			
Sa Aug-27							
Su Aug-28							
Mo Aug-29	15:00	23:30	14:51	23:25	8:15	Illinois	
Tu Aug-30	15:00	23:30	14:52	23:41	8:30	Illinois	
We Aug-31	15:00	23:30	14:56	23:25	8:00	Illinois	
Th Sep-1	15:00	23:30					
Fr Sep-2	15:00	23:30	14:51	23:28	8:15	Illinois	

Time Card Not Yet Approved Time Card Not Yet Locked

**Period Summary** Daily Summary Adjustments Benefit Balances

Pay Desig.	Location, Department, Cost Center	Hours	Rate	Dollars
Regular	Illinois, Installation, **Default**	33:00	0.0000	0.0000
<b>Totals</b>		33:00		0.0000

## Changing Day/Time Display Preferences & Workgroup Preferences

When your Payroll Manager set up the account that allows you to access Time and Attendance, Preferences were likely not configured, or you may want dates and times on time cards, and the order of workgroups to display a different way.

Follow the steps below to change your time card and workgroup display preferences. Screen shots that illustrate these steps follow on the next page.

- 1 Select **My Account** from the Operations menu.
- 2 Select the **Preferences** tab.
- 3 Click the Visualization Change link to change how dates and times appear on individual time cards.
- 4 Make your selections as follows and then click **Ok**.

Field	Options
Rendering Time Of Day	<ul style="list-style-type: none"> <li>12-hour clock: Displays time with AM/PM.</li> <li>24-hour click (default): Displays time in military time.</li> </ul>
Minutes Portion of Time	<ul style="list-style-type: none"> <li>Hours:Minutes (default, recommended): Displays 15 minutes after 8 as 8:15, for example.</li> <li>Hundredths format: Displays 15 minutes after 8 as 8.25, for example.</li> </ul>
Rendering Amount of Hours	<ul style="list-style-type: none"> <li>Hours:Minutes (default): Displays 4 hours and 15 minutes worked as 4:15, for example.</li> <li>Hundredths format: Displays 4 hours and 15 minutes worked as 4.25.</li> </ul>
Rendering Dates	<ul style="list-style-type: none"> <li>mm/dd/yy (default): Displays dates worked as 01/01/12, for example.</li> <li>D-o-w: Displays the day of the week with date worked as Friday, January 13, 2012.</li> </ul>
Time Zone	Choose the time zone of the user in relation to the Corporate time zone. Options on the dropdown menu are up to five hours earlier or later than that corporate time zone.

**Note:** Visualization preferences only affect how dates and times appear on time cards for individual employees and Period Summary that displays at the bottom of individual employee time cards. All other dates and times appear in the default format noted above.

- 5 Click the **Sorting Change** link to change the order in which workgroups display.
- 6 In each of the workgroup fields that display, select one of the following and then click **Ok**.
  - Code: Sorts workgroups numerically by workgroup ID.
  - Name: Sorts workgroups alphanumerically by workgroup name.
  - Number: Sorts workgroups numerically by the number that ToD automatically assigns to each workgroup when it is created.

The screenshot illustrates the steps to change workgroup sorting preferences in the Payroll Manager system. The interface shows the 'Accounts' section with a list of 'Operator Access Accounts'. A specific workgroup, 'banks (Michael Banks83181)', is selected. The 'Preferences' tab is active, and the 'Change' link for 'Sorting' is highlighted. The 'Workgroup Sorting Preferences' dialog is open, showing dropdown menus for 'Location', 'Department', and 'Cost Center', all set to 'Name'. The 'Account Preferences' dialog is also open, showing options for 'Rendering Time of Day', 'Minutes Portion of Time', 'Rendering Amount of Hours', 'Rendering Dates', and 'Time Zone'. The 'Ok' button in the 'Workgroup Sorting Preferences' dialog is highlighted.

## Removing Time Card Approval

Note: Approvals can be removed until a time card is locked. If a time card has been locked, a Payroll Manager must unlock it before the approval can be removed.

Follow these steps to remove approval from a time card for an individual:

- 1 Select **Time Cards** from the Daily Operations menu.
- 2 Click any link (Last Name, First Name, or ID, for example) to select the employee for which you need to remove time card approval.
- 3 On the first day of the pay period, click the down arrow, shown below, to see the note indicating the time card:



- 4 Click the delete icon (see below) to the left of the message: (SUPER NAME) AUTHORIZED PERIOD BEGINNING (DATE):



**Payroll Manager**

Period Excel Print Preview

**Time Cards**

Employee	REG	OT	PTO	VAC	Totals
Totals	4994:30	74:15	88:00	196:00	5352:45
Addison, Irene S	33:00				33:00
Allen, Connie T	40:00	0:15			40:15
Anderson, Brian Ja	40:00	2:15			42:15
Anderson, Heather E					
Antonia, Demetria K	17:00				17:00
Argueta-Chicas,	6:15			6:00	12:15

**Addison, Irene S (Illinois, Installation, \*\*Default\*\*)**

Last Name	First Name	ID	Badge	Location	Dep
Addison	Irene	250	250	Illinois	Ine

Date	Schedule		Punches		Hours
	Start	End	In	Out	
Aug-27					
Aug-28					
Aug-29	15:00	23:30	14:51	23:25	8:15

MBANKS AUTHORIZED PERIOD BEGINNING 08/27/11

## Viewing the Supervisor Calendar Dashboard

The Calendar Dashboard provides Supervisors a snapshot of activity, including information about schedules, shifts worked, absences, and a variety of other information. The Calendar Dashboard also shows critical exceptions that can prevent payroll from being processed and provides access to them so they can be cleared.

**Note:** Payroll Managers also have a Dashboard that allows them to determine whether Supervisors are keeping current with time card editing tasks and to determine whether payroll is ready to be processed.

The following is a typical Calendar Dashboard, which is accessible from the Daily Operations menu. The Periods dropdown defaults to Current Week; select another time period for review, when needed.

September 2 2011 262 Active, 0 Inactive Employees  
Pay Period is Sat Aug-27 11 to Fri Sep-2 11 Post Mon Sep-5 11.

Welcome Michael Banks83181  
(MichaelBanks83181855)

Periods: Current Period

Calendar Dashboard

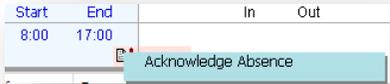
From 08/27/11 to 09/02/11

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday						
Aug 27	Aug 28	Aug 29	Aug 30	Aug 31	Sep 1	Sep 2							
Schedules	1	Schedules	3	Schedules	141	Schedules	156	Schedules	139	Schedules	161	Schedules	136
Shifts Worked	1	Shifts Worked	2	Shifts Worked	124	Shifts Worked	139	Shifts Worked	128	Shifts Worked	136	Shifts Worked	126
												Overtime	74:15
												Leave Requests	1
												Non Critical Exceptions	9
												Critical Exceptions	1
												Today's Absences	2

Supervisor Unapproved Time Cards - Previous Period: 4 Employees  
 Employee Unapproved Time Cards - Previous Period: 261 Employees  
 Approaching Overtime - Current Period: 68 Employees

The Dashboard shows the information listed on the next page; however keep the following in mind:

- Information is only displayed when data exists in the system. For example, if there are no Leave Requests for a day, Leave Requests will not appear on that day.
- Depending on how your system is configured, you may not see all categories of information listed.

Field:	Indicates:
Schedules	<p>The number of schedules on a day. Click the link to drill down to a group employee schedules with that day highlighted. Schedules are color-coded as follows:</p> <ul style="list-style-type: none"> <li>• <b>Purple text:</b> Standard schedule (generally created from a Schedule Pattern).</li> <li>• <b>Green text:</b> Flex schedule (generally created from a Schedule Pattern).</li> <li>• <b>Red text:</b> Absence planned (generally created from an approved Leave Request).</li> <li>• <b>Black text:</b> Manually adjusted schedule.</li> <li>• <b>Blue text:</b> Employee scheduled outside his or her home department.</li> </ul>
Shifts Worked	<p>Specifies the number of shifts worked on that day. Click the link to drill down to the Employee Time Cards by Day window, which lists all employees and the shift each worked.</p>
Working Now	<p>Shows the number of employees currently clocked in. Click the link to drill down to a list of employees who are currently working.</p>
Leave Requests	<p>Shows the number of pending leave requests. Click the link to drill down to a list of employees who have submitted leave requests.</p>
Today's Absences	<p>Shows the number of absences for the day. Click the link to drill down to a list of employees who were absent for the day.</p> <p>An absence is generally a critical exception that must be cleared before payroll can be processed. To clear the critical exception, right click the icon shown below and then click the <a href="#">Acknowledge Absence</a> link.</p> 
Non Critical Exceptions	<p>Non-critical exceptions are issues such as an employee being tardy, that may need to be addressed with the employee, but that do not impede payroll processing.</p>
Critical Exceptions	<p>Critical exceptions are indicated with the critical exceptions icons shown below. Payroll should not be processed until all critical exceptions are cleared.</p> <p> Indicates an issue that needs to be acknowledged, such as an absence. To clear, right click and then click the <a href="#">Acknowledge</a> link.</p> <p> Indicates a missing punch. To clear, click the In or Out field and enter a time.</p>

**Pawnee Mental Health Services**  
**Policy and Procedures**  
**Program:** Human Resources  
**Policy Name:** Holidays

**Date Adopted/Approved:**

**Revised:** June 2008; July 30, 2012; February 1, 2014; December 2017

**Last Revised:** August 30, 2016

**Policy:** Pawnee Mental Health Services observes the following holidays:

New Years Day

Memorial Day

Fourth of July

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve Day

Christmas Day

This list is subject to review annually and may be amended by the Executive Director.

**Purpose:** To outline the holidays Pawnee recognizes as a part of its employee benefit package and the related administrative procedures.

**Eligibility Guidelines:**

Employees become eligible for holiday pay beginning with their first day of employment. The employee must occupy a non-temporary position of **30 hours per week or more to be eligible for holiday pay.**

**PROCEDURES:**

1. Holiday benefits for hourly employees will be prorated based on the budgeted hours of the employee's position over a 5 day work week (i.e. a 40 hour employee will receive **8 hours of holiday pay**, a 30 hour employee will receive 6 hours, etc.) If an employee is normally scheduled for more hours than what they will receive in holiday pay, the employee may make the time up on another day of the same week or take Paid Time Off (PTO) to round out their normal work schedule.
2. Because the **holiday benefit is 8 hours for all full-time employees**, salaried employees who normally work a compressed schedule will need to use PTO hours to fill out their work day schedule when a holiday falls or is observed on a scheduled work day. Salaried employees working a

compressed work week of 4 days per work week will have their workdays calculated at 10 hours per day (no matter what schedule they work it is 4 days a week divided by the 40 hours a week.)

If a holiday falls or is observed on a day they are not scheduled, they may either take the following work day off, (using PTO fill out their work day schedule) or they may choose to have 8 hours credited to their PTO bank. EXAMPLE: Thanksgiving is on a Thursday, a salaried employee working a compressed work week Monday through Thursday will have Thursday off work and use 2 hours PTO to make a complete 10 hour workday, Friday is also observed for Thanksgiving, but the salaried employee does not usually work on Fridays so the employee may take the following Monday off work and use 2 hours of PTO to make a complete workday of 10 hours or work on Monday and have 8 hours credited to their PTO bank.

3. When an established holiday falls on Saturday, it will be observed the preceding Friday. When an established holiday falls on Sunday, it will be observed the following Monday. When Christmas Day falls on a Saturday, it will be observed on the following Monday. Variations from this system may be approved by the Executive Director.
4. In addition to holiday pay, when a non-exempt employee is required to work on a Pawnee designated holiday, or the day it is observed if it falls on a weekend, a premium of time and one-half (1½) of their regular rate will be paid. On the other hand, holiday pay will only be paid once per Pawnee designated holiday. (i.e. If Independence Day falls on a Sunday, Pawnee offices will be closed on Sunday and Monday. If a full-time Case Manager is scheduled to work 6 hours on Sunday and 8 hours on Monday. He will be paid 6 hours at 1.5 times his regular rate for Sunday, 8 hours at 1.5 times his regular rate for Monday and 8 holiday hours. If the 14 hours worked on Sunday and Monday result in overtime for the week, the holiday rate will be included in the calculation to determine the OT rate.)
5. Holidays occurring within an employee's scheduled PTO period are treated as holidays and not counted as PTO days.
6. In those situations where the above holidays of religious or cultural significance do not coincide with other established and recognized religious holidays observed by an individual staff member, arrangements for the substitution of holidays may be arranged with the approval of the appropriate Program Director and the Executive Director or his/her designee.
7. Holiday pay is not considered hours worked in the computation of overtime.
8. **Any employee who is on an unpaid leave of absence will not be entitled to payment for holidays during the leave. This includes leave where**

**income is replaced by long term disability or workers' compensation benefits.**

**Pawnee Mental Health Services  
Policy and Procedures**

**Program:** Human Resources

**Policy Name:** Paid Time Off (PTO) Plan

**Date Adopted/Approved:** February 1, 2014

**Revised:** March 17, 2014

**Last Revised:** April 12, 2016

**Policy:** Paid Time Off (PTO) benefits will be provided to eligible employees. PTO hours may be used for vacation, personal time, personal illness or to care for dependents. The use of PTO must always have advance supervisory approval unless the need is for sudden illness or an emergency situation. Unscheduled absences are discouraged.

Extended Illness Leave (EIL) hours will accrue for use in the event of a longer term or chronic illness, or approved funeral leave.

**Purpose:** To provide employees a flexible means of accruing and utilizing paid leave.

**ELIGIBILITY GUIDELINES**

Employees begin accruing PTO and become eligible to take accrued leave on the 1st day of the pay period following 90 days of employment. The employee must occupy a non-temporary position of 30 hours per week or more to be eligible.

For all eligible employees, PTO is credited on the first day of each hourly employee pay period according to the following schedule unless otherwise specified by employment agreement:

<b>Full-time Hourly Employees</b>		
<b>Years of Service</b>	<b>PTO</b>	<b>EIL</b>
0 - 1	8.83 hrs/mth (10 days/year beginning after 90 days)	0
1 - 5	12 hrs/mth (18 days per year)	2.67 hrs/mth (4 days per year)
5 +	15.33 hrs/mth (23 days per year)	2.67 hrs/mth (4 days per year)

<b>Full-Time Salaried Employees</b>		
Years of Service	PTO	EIL
0 - 1	8.83 hrs/mth (10 days/year beginning after 90 days)	0
1 – 5	15.33 hrs/mth (23 days per year)	2.67 hrs/mth (4 days per year)
5 +	18.66 hrs/mth (28 days per year)	2.67 hrs/mth (4 days per year)

Employees hired to work 30 – 39 hours per week will be credited with a pro-rated amount based on their employment status. If an employee with PTO benefits drops below 30 hours per week his PTO benefit accrual will stop and he will be paid for his accumulated PTO hours. If his hours increase above 30 at a later date accrual will resume without a waiting period.

#### ADMINISTRATIVE PROCEDURES:

##### Paid Time Off (PTO)

1. Eligible employees may take paid leave with prior approval from their supervisor beginning the first day of the pay period following 90 days of employment.
2. All requests for paid leave should be made as far in advance as possible through the Paycor Time on Demand system. Approval is subject to business needs and is not automatic. If denied, the supervisor will notify the employee of the decision and reason as far in advance as possible.
3. Leave for employees paid on an hourly basis should be used in 15 minute increments. Leave for employees paid on a salaried basis should be used in 1 hour increments.
4. Accrued leave will not be deducted for company recognized holidays that fall during a period of absence.
5. PTO hours may be carried over from year to year; however, at no time will they be allowed to exceed the amount of the employee's annual allotment. When the maximum number of hours is reached all subsequent accrual will be credited to the employee's Extended Illness Leave (EIL) bank until PTO hours are used.
6. If a salaried employee requests a full day absence but does not have enough PTO hours available to cover a full day, no pay will be provided for that day. Any hours banked but not used will remain banked for future use.

For example, a full-time employee has 6 hours of PTO banked. Her supervisor approves her request for a full, 8 hour day off. Because she has less than a full day of PTO hours banked, she will not be paid for the day at all. Her 6 hours of PTO will remain banked. If this employee had requested to work 4 hours and take 4 hours off she would have been paid for the full day.

7. If a salaried employee does not have enough PTO hours available to cover a full day absence taken for an FMLA qualifying reason, pay will be provided up to the amount of PTO hours banked.
8. Medical certification may be required in accordance with FMLA guidelines, or as a condition of granting PTO time for a request that was not pre-approved. Medical certification is also required for the employee to return to work following a medical absence of more than three (3) days. The original physician's certification must be submitted to the Human Resources Department for placement in the employee's medical file.
9. A terminating employee will be paid for all PTO hours banked but not used in accordance with state law requirements.
10. Depending on the status of the agency's cash reserves, after one year of service, employees may be given the option of selling back or transferring to their EIL account banked PTO time in excess of one week up to a maximum of one week. When this opportunity is offered, it will be made available during the months of May and November. Employees will be notified 30 days in advance. The rate of the buy-back will be 100% of the employee's salary. For example, if the employee has 10 days banked they can transfer or sell back 5 days, or if they have 7 days banked they can transfer or sell back 2 days.

#### Extended Illness/Funeral Leave (EIL)

1. The Extended Leave Bank (ELB) may be accessed under any one of the following circumstances:
  - a. When an employee is absent from work due to their own illness or that of an immediate family member (parents, spouse, children, step-children, foster children and legal wards) after a period of more than 3 consecutive business days.
  - b. When an employee is absent from work due to their own or an immediate family member's chronic condition (defined by the U.S. National Center for Health Statistics as one lasting 3 months or more) that qualifies under the Family and Medical Leave Act (FMLA).

Exception to a & b: EIL may not be used for well newborn/adoption/foster care placement care when the family member lives outside the employee's household. Time off requested may be paid from available PTO hours or, if none are available, taken as unpaid.

- c. Up to 5 days of approved funeral leave for the death of a family member.
  - i. Family is defined as the employee's spouse, parents, parents-in-law, grandparents, grandchildren, sister/brother, sister-in-law/brother-in-law, child or comparable surrogate relation.
  - ii. At the discretion of the Executive Director or his/her designee, leave may be granted for a death other than the employee's family member. Factors such as length of employment, relationship to the deceased, necessary travel time to attend the funeral will be considered for this discretionary leave.
2. To qualify under 1.a above, the employee must provide documentation from a physician to verify the presence of the health condition which caused the absence from work before EIL hours may be accessed. Documentation for evaluating leave as FMLA eligible may also be required. (See Family & Medical Leave Act policy).
3. To qualify under 1.b above, a physician's certification indicating the condition being treated has existed or is expected to last for at least 3 months will be required. Upon return from each absence the employee must provide written verification from the attending physician that the absence was related to the chronic condition. Recertification of the need for leave will be required annually.
4. The maximum amount of extended illness leave that can be banked is 1,040 hours. Once the limit is reached, no additional time will accrue.
5. Under no circumstances is any employee eligible for pay out of accumulated EIL bank hours. All hours are forfeited upon termination from employment.

### Miscellaneous

1. All accrued leave for which an employee is eligible must be used before unpaid time off may be taken. At no point will Pawnee advance PTO or EIL hours to be used before they are earned.

2. See EMPLOYEE ABSENTEEISM policy for supervisor notification requirements to be used when an employee is unable to work a scheduled work day.
3. Leave of one work day or more taken during the resignation notice period will not be paid, nor will it count toward the expected period of notice to be given unless approved by the supervisor and program director. (See Separation from Employment policy.)

**Pawnee Mental Health Services**  
**Policy and Procedures**  
**Program:** Human Resources  
**Policy Name:** Work Hours

**Date Adopted/Approved:**

**Revised:** October 2008

**Last Revised:** May 19, 2014

**Policy:** The basic work week shall consist of forty hours during a seven day period from Saturday morning at 12:01 AM through Friday evening at midnight. The actual time of operation of the agency's offices shall be kept flexible to meet the needs of the community. Employees may be required to work on weekends or holidays to accommodate program/client/community needs.

**Purpose:** To clarify the scheduling parameters under which work will be performed.

**Procedures:**

1. Staff will be assigned to work in an office and/or satellite offices according to program needs. Changes in scheduling will occur from time-to-time based on program/client/ community needs.
2. All staff shall be required to work regular, rotating or split shifts as may be deemed appropriate by their immediate supervisor.
3. Employees should work with their supervisor to schedule 15 minute work breaks, as time and circumstances allow, in designated areas. Breaks should not be permitted at either the beginning or end of the work day to offset arrival and departure times.
4. Lunch periods of 30 – 60 minutes will be scheduled by supervisors as deemed appropriate. Hourly employees should "clock out" for their lunch period or record the time on their timesheet if work has been performed.
5. All employees are encouraged to leave their workstations during all breaks in order to receive the full benefit of those breaks and meal periods.
6. Emergency Services on-call duty may be required of all direct service staff.

**Pawnee Mental Health Services  
Policy and Procedures  
Program: Human Resources  
Policy Name: Employee Payroll**

**Date Adopted/Approved:**

**Revised: January 2007; March 2008; October 19, 2009**

**Last Revised: July 8, 2013**

**Policy:** It is the policy of Pawnee Mental Health Services to pay employees on a regular basis and in a manner so that the amount, method and timing of wage payments comply with applicable laws and regulations.

In accordance with the Fair Labor Standards Act, exempt employees who are paid on a salary basis may not have their pay reduced for variations in the quantity or quality of work performed. Employees who feel their pay has been improperly reduced should follow the procedures outlined below.

**Purpose:** To outline the process whereby employees are paid.

**Procedures:**

1. Human Resources is responsible for introducing each new hire to Pawnee's payroll process during new hire orientation. Supervisors will follow up this training on an as needed basis.
2. Depending on their status, each Pawnee employee is responsible for submitting documentation required to process their pay according to the schedule outlined by Human Resources. For hourly employees this will include an electronic timesheet and may include other documents as directed by their supervisor and/or Human Resources to complete special pay transactions. Salaried employees will report leave time used and may be required to complete other documents for special activities as directed by their supervisor and/or Human Resources.
3. If an employee fails to meet the deadline for submission of their payroll documentation, wage payment will be made on the next available pay date unless this creates a financial hardship for the employee.
4. Employees will generally be paid on the 15<sup>th</sup> and the final day of the month. However, pay day will be earlier if either falls on a weekend or certain holidays.

5. Wages will be distributed on payday. Employees may choose have funds direct deposited into their bank account or onto a VISA Pay Card.
6. A payroll summary outlining deductions and net pay will be made available to each employee on payday. If the employee has terminated before the payday or is on extended leave of absence, the Payroll Specialist will mail a copy of their pay stub to their home address on record.
7. Any employee who suspects a payroll mistake (e.g. data entry error, improper reduction of a salaried employee's pay, etc) should notify the Payroll Specialist immediately to request a review. The Payroll Specialist will review pay records and, if necessary, contact the supervisor and/or manager to determine if the employee's concern has merit. If a mistake was made, Pawnee will make payment on the next regularly scheduled pay date or sooner if requested by the employee. Depending on the nature of the mistake, training of the employee, supervisor and/or manager may be necessary. The resolution of the situation will be documented and placed with the employee's pay records.
8. Non-exempt (hourly) employees will be paid overtime compensation at the rate of one and one-half times their regular hourly rate for work in excess of forty hours during their normal workweek. Payment of holiday benefits as well as hours worked on a holiday is covered in the Holidays policy.
9. In the event of an extraordinary financial emergency, an employee may request a pay advance in an amount not to exceed wages for hours already worked. The request must be directed to the Human Resources Director in writing for review with the Executive Director. The Executive Director's decision will be final.
10. Pawnee will not provide loans to employees.
11. Employees should discuss any questions or concerns regarding their rate of pay and other compensation issues with their immediate supervisor or with the Human Resources Department.