

1. TimeClock Plus 6.0 is the official time keeping record for hourly, salaried, and exempt employees at SCAN

2. All employees punch in/out and enter information into TimeClock Plus either by using keypad clocks or at a computer.

4. Supervisors may only view information they can't edit or add time.

5. Only designated administrative staff on behalf of employees with the employee's written permission can edit on TimeClock Plus. This written permission can be a signed form, an email message with the signed form attached or the signature of an individual employee on a sheet with the information written out.

Requests need to be specific and include:

- Employee's name
- Date of requested change (for example, yesterday 11/17/2014)
- Time punch should read (for example, punch in 8:02 am)
- What happened (for example, forgot to clock in)

5. SCAN Administration Department will retain these requests for 3 years in paper form.

6. All information entered or edited in TimeClock Plus is traceable and visible in the audits area of the system.

Top 3 things to NOT do in TimeClock Plus

1. Do not remove hours that an employee worked.

2. Do not remove overtime hours that an employee worked.

3. Do not add work hours that an employee did not work.

3. Do not change an entire day to edit one punch.