Time & Attendance (API)

is the application utilized by Sharp Healthcare to document and manage employee timecard information.

All employees are responsible for accurately entering all time worked into the electronic timekeeping system. Employees must receive approval prior to working overtime.

Example:

Employee scheduled for 8-hr shift starting at 0800 - 1630	**Total Hours**	**Impact**
Clocks IN at 08:00 Clocks OUT at 1630	= 8.00 Hours	= 8.00 paid at straight-time
Clocks IN at 08:01 Clocks OUT at 1630	= 7.98 hours	= 0.02 of PTO Fill
Clocks IN at 07:59 Clocks OUT at 1630	= 8.02 hours	= 0.02 of Overtime

Employees will have the option to download the API Time & Attendance **mobile app** to manage their clockings.

- *Employees must be within 10-15 feet to clock in/out*
- Employees should use badge reader/beacon closest to their unit when clocking in/out.

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Rounding Rule:

- **5 MINUTES** (Lunch clockings)
  - There is a 5-minute grace period after your assigned 30-minute lunch break. If you clock IN from lunch between the 30-35 minute mark, you will still be counted as taking your mandated 30-minute lunch.
    - Example: You clock OUT for lunch at **12:00pm**. You can clock in as *early* as **12:30pm** and as *late* as **12:35pm**.
  - The 5-minute grace period **DOES NOT** apply **BEFORE** 30-minutes. If your lunch clockings reflect *less than* 30-minutes, you will automatically be put into a 1-hour NM (No Meal) penalty.
    - Example: You clock OUT for lunch at **12:00pm**. If you clock IN from lunch at **12:29pm**, you will be put into a 1-hour NM penalty.

Meal Processing:

- Employees are required to clock OUT and IN when taking a meal.
- Employees must take their full assigned meal break **after the 3rd** and **before the 5th** working hour.
    - Example: You clock IN for the day at **7:30am**. You can take your lunch as *early* as **10:30am** and as *late* as **12:30pm.**
- **Meals not taken for the full 30 minute** minimum will result in a 1 hour NM SHORT (No Meal Short) penalty.
- **Missed meals** will result in a 1 hour NM (No Meal) penalty.
- **Meals taken 1 minute beyond the 5 hours** from the start of the shift will result in a 1 hour NM LATE (No Meal Late) penalty.
- Employees must be provided with a minimum of one 30- minute meal period for every five hours worked
  i.e. regular 8-hour employee would be provided with one 30-minute meal period

Break Information:

- Employees must be provided with a minimum of one 10-minute break for every four hours worked
  i.e. regular 8-hour employee would be provided with two 10-minute breaks

Missed Break or Meal Periods:

- No break/meal period pay code (NB) pays one hour of straight time for missed break(s) or missed meal period, not to exceed two hours per shift.
  - Missed breaks must be manually coded by the employee on the “out clocking” as a Special Code for each missed break(s)
  - Missed meals are automatically generated and does not need to be coded by the employee

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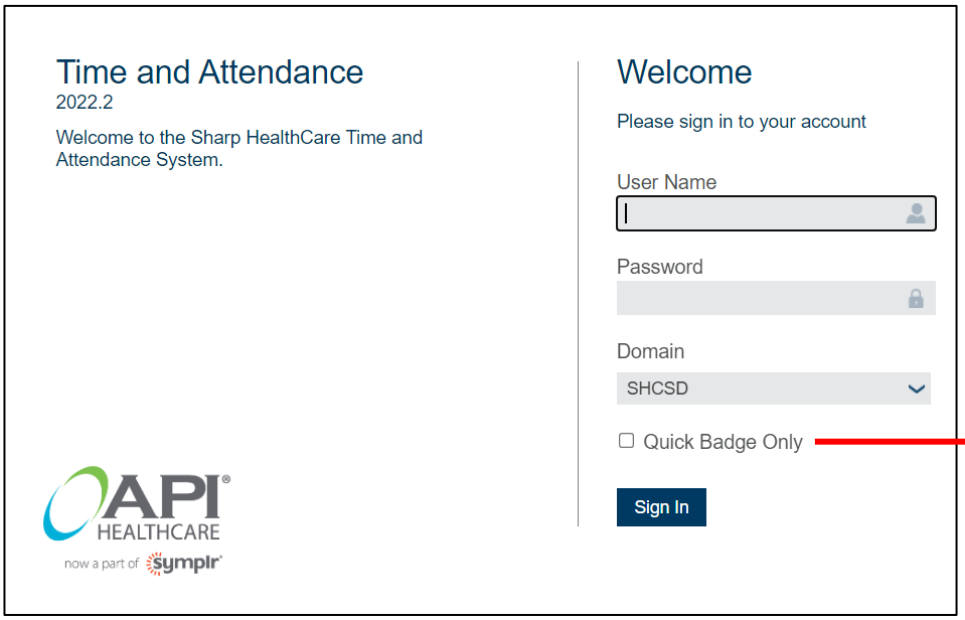
How to Access API:

1. Sharpnet
    a. Go to Home Page and locate the **Time and Attendance** link on the top right hand corner, next to the SHARP logo.

2. Start Menu
    a. Click on the start menu or icon on the bottom left-hand corner.
    b. In the search bar, type “API” and select “Time and Attendance (API)

Log-In Page

- Use your sharp login credentials (the same credentials to login to your computer)



Tip:

If you select the box “Quick Badge Only” and click “Sign-In” it will automatically Quick Badge for you and create a clocking.

A pop-up confirmation box will appear with your time stamp information.

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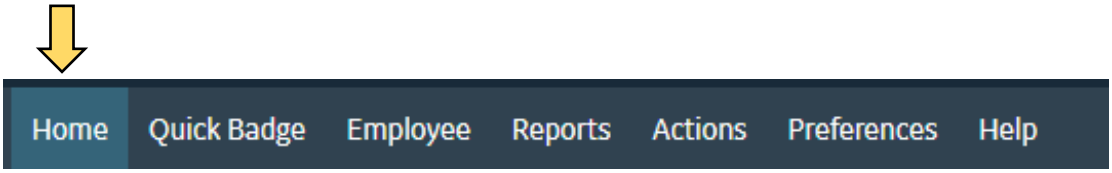
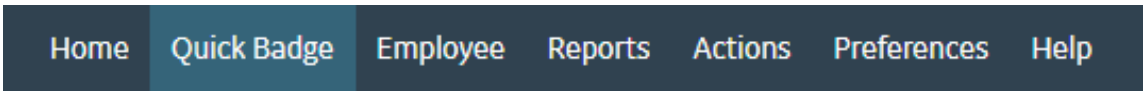


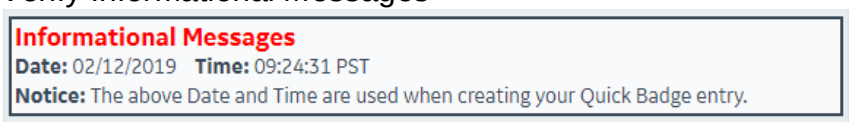
1. Home

- Overview of Announcements, My Transaction Requests, My Calendar – Month View, My Unread Messages



2. Quick Badge – *Time stamps <u>one</u> clocking. Same as using badge reader.*

- For routine clockings (IN and OUT)
  - Verify Informational Messages



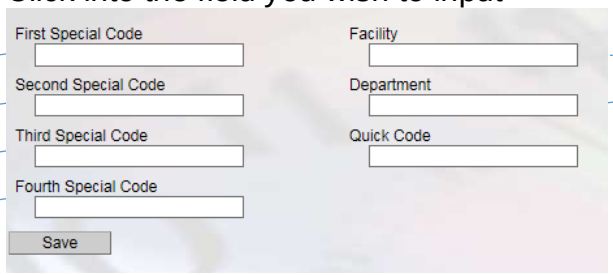
  - Click Save

- For changes in your routine clockings (adding codes)
  - Click into the field you wish to input

Special Codes:

Used to add codes such as:

Charge, Meeting or Training



Facility & Department Codes:

Used when floating out of your home facility or department

  - The corresponding options will appear in the Field Look Up Values located in the right panel
  - Quick Code- (Created by your supervisor)
    - Used for routinely changing departments, i.e. an ICU RN Floating weekly to ER.
    - Quick code 1 is used when returning to your home department after floating.

Any <u>codes</u> entered on IN clocking(s) must also be entered on OUT clocking(s) for meals and end of shifts. (*Ex: If you clock IN using TRAIN, you must clock OUT using TRAIN)*

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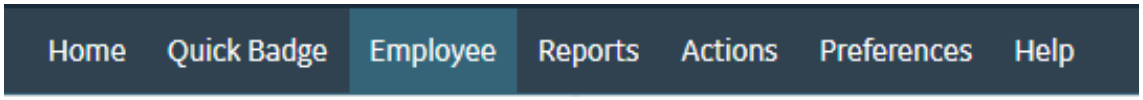
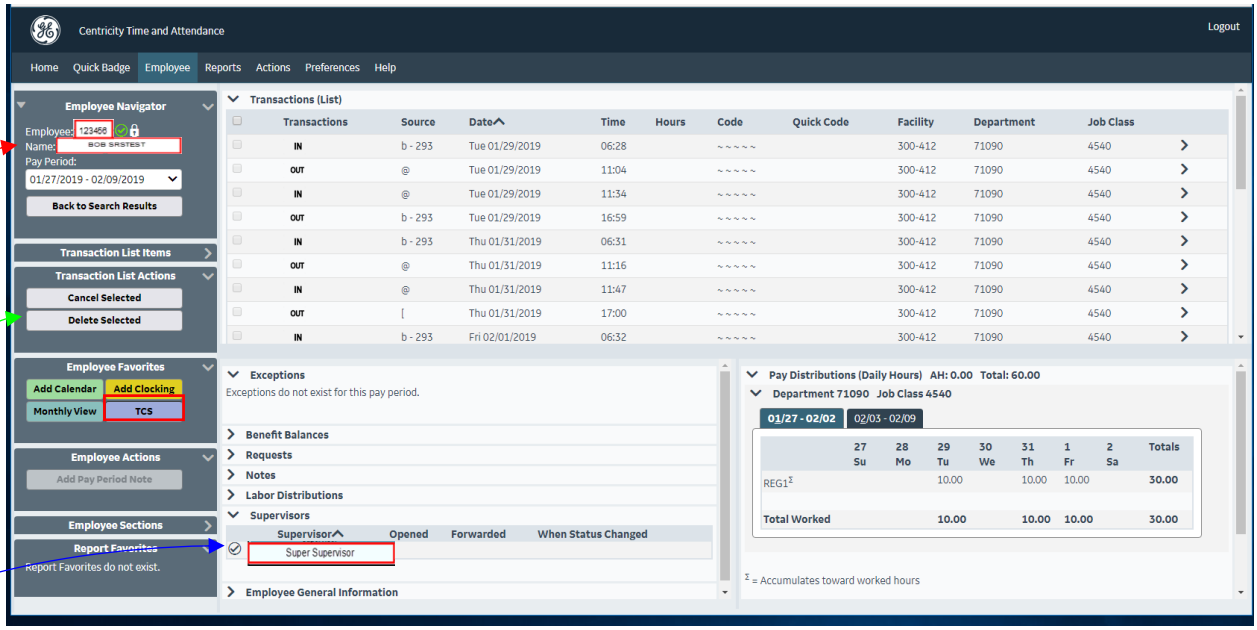


3. Employee

*Please note: anything you add/change on your timecard will be sent as a request to your supervisor and your clocking will appear with an **R+** or **R-***
It will be calculated into your time card AFTER your supervisor approves it.

Timecard Screen (TCS) View



Tip 1: You can find your employee ID in the top left hand corner next to your name

Tip 2: The person who approves your timecard is listed under supervisors

Deleting a clocking:

- Check the box of the desired clocking you wish to delete
- In the **Transactions list Actions** click, **Delete selected**
- You will receive a pop up asking you to confirm the deletion, click yes
- **Your supervisor will approve the request to delete**

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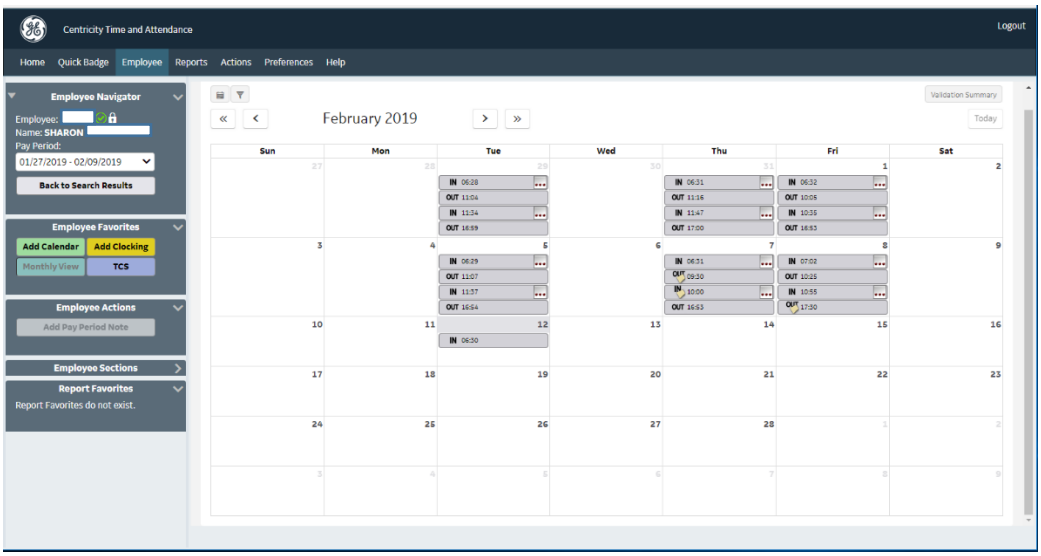
Monthly View



Tip: You can click a day from this view to add clockings/calendars. You can also highlight multiple days for bulk request, such as a PTO entry for a week.

Adding a clocking:

- Click the **Add Clocking** option under **Employee Favorites**
- Select the Date & Time
- Add any special codes (if needed)
- **Document your requested reason** *ex: forgot to clock out*
- Click save
- ***Do not add a clocking if you are late to your shift or leave early from your shift. Clock IN and OUT to reflect the correct time. Only add a clocking if you forget or something prevents you from clocking while you are on duty.***

Adding a calendar:

(PTO, ESI, NEO) Adding a clocking will calculate a **block** of time, rather than separate clockings. It is specifically designed to charge the budget that is assigned the specified code)

- Click the **Add Calendar** option under **Employee Favorites**
- Select the **Date, Pay Code, Time**, and **Hours/Units**
- Document your requested reason.
- *You* ***must receive supervisor approval (verbal or written) before adding PTO on your timecard. Your requested reason to add PTO should ALWAYS be "Approved PTO"***