

Time & Attendance (API)



is the application utilized by Sharp Healthcare to document and manage employee time card information. Sharp recognizes API rules and policies; *however, employee expectations are subject to supervisor discretion.*

Rounding Rules:

- Actual IN and OUT times are recorded in the system to the nearest $\frac{1}{4}$ hour (15 minutes)

Minutes	Rounds to:
__:00 - __:07	__:00
__:08 - __:22	__:15
__:23 - __:37	__:30
__:38 - __:52	__:45
__:53 - __:60	__:00

- **7 MINUTES** (First IN clocking and last OUT clocking)
 - There is a 7-minute window before and after your assigned clock IN and OUT time (this does not include lunch clockings). If your clocking falls within this window, you will still be paid for that assigned time.
 - Example: Your shift start time is **7:30am**. You can clock-in as *early* as **7:23am** and as *late* as **7:37am**. If you clock within the window of **7:23am-7:37am**, you will be paid for the **7:30am** start time.
 - Example: Your shift end time is **4:30pm**. You can clock-out as *early* as **4:23pm** and as *late* as **4:37pm**. If you clock within the window of **4:23pm-4:37pm**, you will be paid for the **4:30pm** end time.
 - **The 7-minute rule has been decided by the API application and is not reflective of what your supervisor considers acceptable. If your clocking does not reflect the exact start/end time, you can be considered late or considered to have left your shift early without supervisor approval.**
- **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.

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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

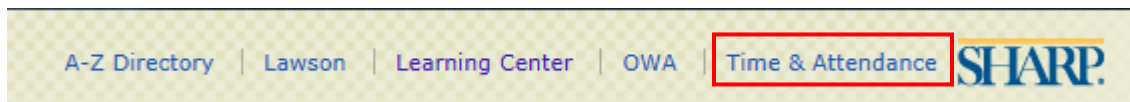
Missed Break or Meal Periods:

- 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


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  or _____ icon on the bottom left-hand corner.
- b. In the search bar, type “API” and select “Time and Attendance (API)”

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Log-In Page

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

Centricity™ Time and Attendance
2018.1
Welcome to the Sharp HealthCare Time and Attendance System.

Welcome
Please sign in to your account

User Name
[Input Field]

Password
[Input Field]

Domain
SHCSD

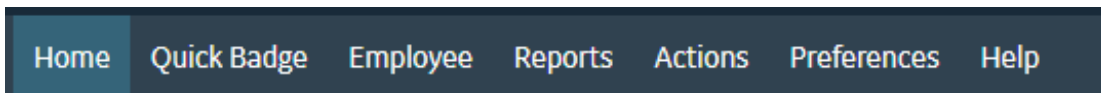
Quick Badge Only

Sign In

Tip:

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

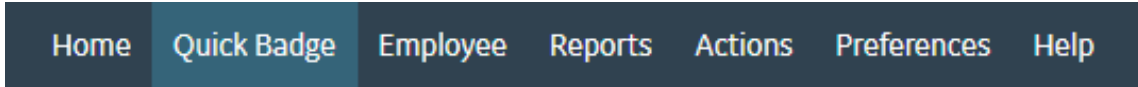
A pop-up confirmation box will appear with your time stamp information.



1. Home

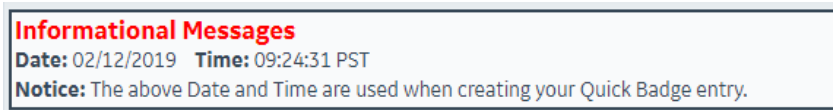
- Overview of Announcements, My Transaction Requests, My Calendar – Month View, My Unread Messages

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2. Quick Badge – Time stamps one clocking. Same as using badge reader.

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



- Click

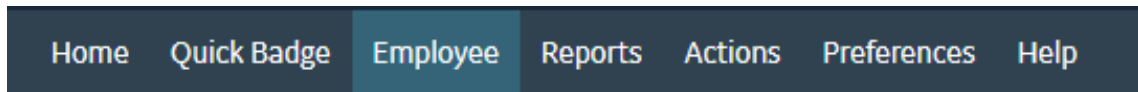
- For changes in your routine clockings (adding codes)
 - Click into the field you wish to input

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
- 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 codes 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)

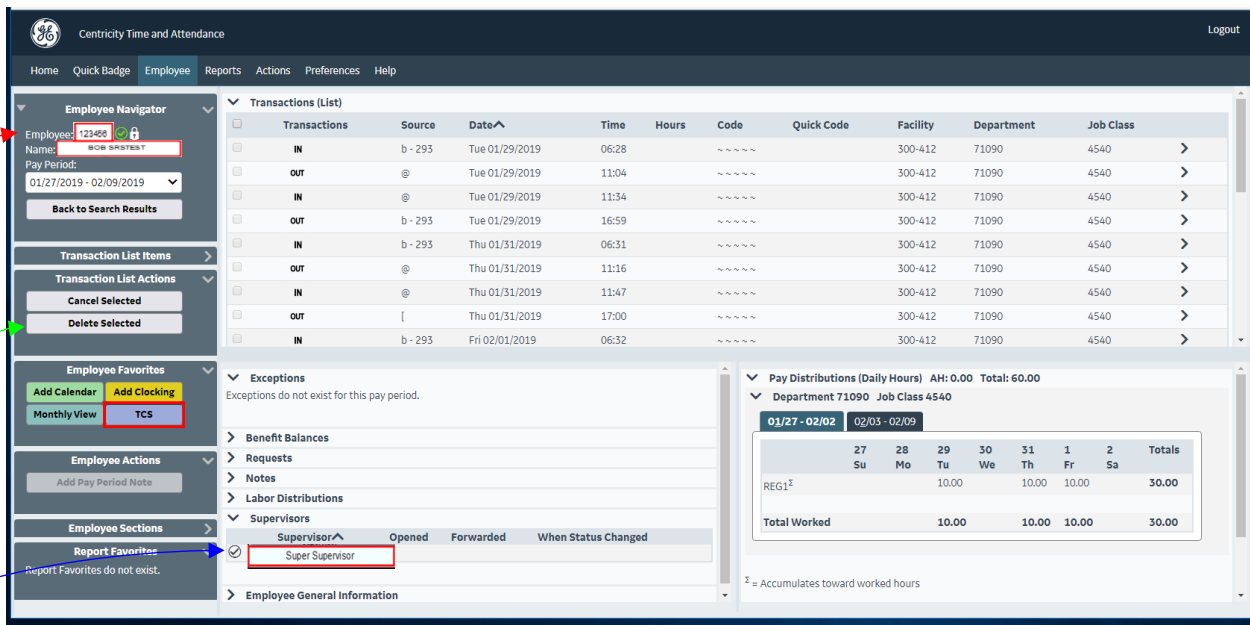


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3. Employee

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-** such as, . It will be calculated into your time card **AFTER** your supervisor approves it.

Time Card Screen (TCS) View



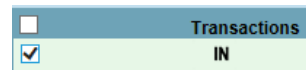
The screenshot shows the Centricity Time and Attendance interface. The main area displays a table of transactions with columns for Transactions, Source, Date, Time, Hours, Code, Quick Code, Facility, Department, and Job Class. The transactions list includes entries for 'IN' and 'OUT' with various dates and times. On the left sidebar, the 'Employee Navigator' section shows the employee ID '123456' and name 'BOB SRSTEST'. The 'Transaction List Actions' section includes a 'TCS' button. The 'Supervisors' section lists 'Super Supervisor' as the supervisor. The right sidebar shows 'Pay Distributions (Daily Hours)' with a total of 60.00 and a table of hours for the pay period 01/27 - 02/02.

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

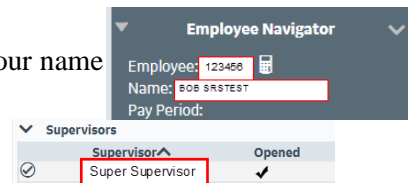
Tip 2: The person who approves your time card is listed under supervisors

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**



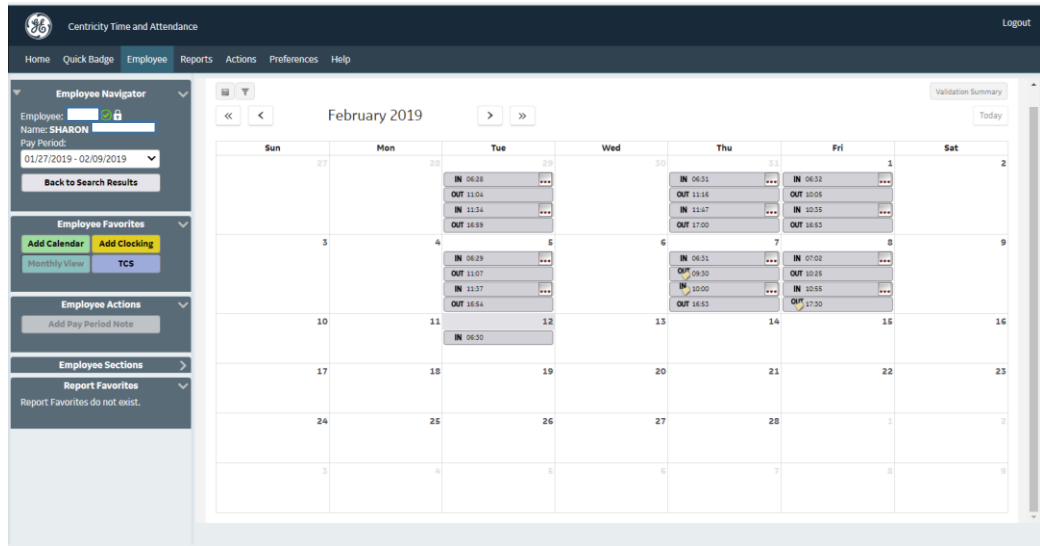
Transactions
<input checked="" type="checkbox"/> IN



The close-up shows the 'Employee Navigator' section with the employee ID '123456' and name 'BOB SRSTEST'. Below it, the 'Supervisors' section lists 'Super Supervisor' as the supervisor.

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Monthly View



TIP: Before adding a clocking or calendar, you can select the date(s) in the Monthly View. You can drag and click on multiple consecutive dates OR you can click and press CTRL in order to select dates that are not consecutive. These dates will then automatically appear on the clocking details page.



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, Meeting, Jury Duty, ILV etc. Adding a calendar 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"***