

1. When am I supposed enter time keeping punches in the downtime system?

**Answer:** You must do time keeping DAILY.

Note: For nonexempt employees please make sure everyone has an in and out punch for each day they work or they will not be properly paid.

2. Can I see my own time punches as an employee?

Answer: Yes, on the Downtime Punch screen, above the St. Joseph's Health logo is an option that reads:

“To view your punch history - [click here](#)”

3. What are the available pay codes in the down time system?

**Answer:** Due to limitations of the downtime timekeeping tool, we could not list all pay codes. See the last page of this document for the list of available pay codes.

4. I do not see a pay code on the drop down I need to use. What do I need to do?

**Answer:** Submit a TIMS Pay Adjustment Form to correct hours where the pay codes are not listed.

5. What is the cutoff time to submit the TIMS payroll adjustment forms?

**Answer:** The forms are to be submitted to the payroll department by the Friday before payroll is due, at 12 Noon.

6. What time will the downtime system be locked to enter time for the current pay period?

**Answer:** The downtime system will be locked for any given pay period, at 10am on the Monday payroll time keeping is due.

Reminder: do not wait until Monday to enter time keeping data for Employees, it must be done daily.

7. I do not see the recent time clock punches for my employees.

**Answer:** Punches from the time clocks are down loaded twice daily, at 8 a.m. for the prior day and 8 p.m. for the current day.

8. I do not see timekeeping entries I have just entered despite receiving a confirmation that they were saved and I have selected the refresh button.

**Answer:** It may take the system up to 15 minutes to refresh and display timecard edits. Also be sure you are using Chrome or Edge and not Internet Explorer.

**9. How do I enter time for an employee out due to COVID?**

**Answer:** If an employee is out on LOA, the first 5 days should be entered as BTB time; if after the 5 days the employee chooses to supplement their pay with ESB time, use the Manual Entry in the downtime system with the pay code of ESB and add the hours indicated that were given to you by the HR Benefits Team.

If the employee is on COVID LOA the first 5 days is 40 hours of BTB, if they are out 8 days or more, they can elect supplemental ESB time. If their BTB is exhausted use the first 5 days as Paid Non Productive.

**10. How do I enter time for employee on Leave of Absence?**

**Answer:** If an employee is out on LOA, the first 5 days should be entered as BTB time; if after the 5 days the employee chooses to supplement their pay with ESB time, use the Manual Entry in the downtime system with the pay code of ESB and add the hours indicated that were given to you by the HR Benefits Team.

If the employee is an exempt employee and they have chosen to not supplement their time with BTB and/or ESB, in the downtime system, please enter each day as a pay code of Not Paid Non Productive.

11. Do you have to specify an employee worked evenings, night, or weekends so they receive the proper shift differential?

**Answer:** You do not need to enter shift differential pay codes. Employee's shift differential pay will be determined by their punch in and out times.

12. How should I handle float time to different cost centers and department transfers?

**Answer:** Do to limitations of the downtime timekeeping tool, we are not entering cost center changes at this time.

13. How do I handle timekeeping for Directors and Executives?

**Answer:** You only need to enter BTB, Bereavement days etc. You do not need to punch them in daily.

14. How do I handle timekeeping for Residents?

**Answer:** You only need to enter BTB, Bereavement days etc. You do not need to punch them in daily.

15. How do I handle nonexempt employees who have worked through their lunch?

**Answer:** When the employee punches in/out via a time clock or the downtime system and did not take a lunch break, using the manual entry option, enter a pay code of regular day at .5 hours as a separate line.

If an employee did not punch in/out at all, and worked through lunch, manually add the employees punch in punch with the proper in date/time, manually add their punch out with the proper out date/time and then add the regular day punch with .5 hours with the appropriate date/time.

16. How do I use the regular day pay code?

**Answer:** Use this code for an Exempt Employee that didn't swipe in on a given day, or when adding lunch time to an Employees shift because they worked through lunch.

**Do not use this code to punch in and out an hourly Employee**, you must enter a manual punch in and punch out for anyone paid hourly. If you use this code for anyone that has to punch in and out, they will not get paid for that day.

17. How do I input charge pay?

**Answer:** Add a separate manual punch with a pay code of Charge Pay, add the pay code hours and the correct date, all on a separate line.

**Note: in general all pay codes should be on a separate row except for call back hours.**

18. How to input on-call and call-backs?

**Answer:** Use the On-call pay code to enter the hours an employee is on call. If an employee is called back to work, they are to clock in/out at the time clock. The timekeeper must edit the employees Punch-In and add the pay code for 'Call Back Hours' to the record and then reduce the On Call hours.

Reminder: Call back pay is a guaranteed minimum of 4 hours or, if greater, the actual number of hours worked.

19. Some staff members work 12 hours and some work 4 hours – how do we input their schedule?

**Answer:** The downtime system does not support schedules. The system is to capture hours worked.

20. How do you enter BTB? Can you enter unscheduled or future BTB?

**Answer:** There is a pay code for BTB and Unscheduled BTB. However, do not enter codes for future pay periods; only enter codes for the current pay period.

21. Is there a way for me to see total hours for an employee during the pay period to ensure they are getting paid for the correct number of hours?

**Answer:** The downtime system cannot calculate total hours. However, you can filter and display by employee, their full time card, on the Time Keepers View.

22. I do not see an employee on my Time Keeper view.

**Answer:** If they do not have at least one punch or a manual punch, they will not be visible.

Please ensure your employees punch in for any and all shifts they work at a time clock, via the manual downtime punch option or enter a manual punch for them in the downtime system.

23. Can I enter time in the downtime system beyond the current pay period?

**Answer:** No, you should not do so. Only enter time within the current pay period.

### Downtime Time Keepers Pay Code Definitions

Code	Description
Bereavement	Use this code for an Employee taking a Bereavement day(s).
BTB	Benefit Time Bank: Use this code for Employees that take a day off, including when off on Holidays i.e. Christmas.
Business Day	Use this code for an Employee taking a Business day i.e. conference, off site meeting, seminar etc...
Call Back Hours	Use this code when an employee is on-call and has been called in to work; they will be paid call back hours which is a minimum of 4 hours, or whatever they worked if more than 4.
Charge Pay	Use this code when a nurse is acting charge.
Educational Day	Use this code for an Employee taking an Education day i.e. training.
<b>ESB</b>	<b>Extended Sick Bank, use this code to supplement time for those employees on LOA and Workers Comp.</b>
Float Pool	Use this code for Employees that Float and are due Float Pay. This code is specifically for RNs, LPNs, and Patient Care Services who float to specific departments designated and approved by Nursing Administration.
Sitter Pay	This code is used for PCAs who sit with suicidal patient.
Incentive Pay: CNA Incentive Lab Incentive LPN Incentive PCA Incentive RN Incentive Radiology Incentive Respiratory Incentive Surgical Tech Incentive Unit Associate Incentive	Use these codes for staffing purposes during periods of high patient census or increased vacancies when employees are covering additional shifts.
Jury Duty	Use this code for an Employee who is on Jury Duty.
NJPSL	NJ Paid Sick Leave
<b>Not Paid Non Productive</b>	<b>Use this code to track employees time when their have exhausted their BTB bank.</b>
On Call	This code is to reflect how many hours an Employee is due On-Call pay.
Orientation Day	Use this code for a day when the Employee is attending Orientation.
Paid Non Productive	Use this code to pay an Employee for a nonproductive day.
Preceptor 1	This is an additional \$1 per hour pay for nurses who are a preceptor for other nurses.
Preceptor 2	This is an additional \$2 per hour pay for nurses who are a preceptor for other nurses and they have completed the formal training class.
Regular Day	Use this code for an Exempt Employee that didn't swipe in on a given day, or when adding lunch time to an Employees shift because they worked through lunch.  <u>Do NOT use this code to punch in and out an hourly Employee, you must enter a manual punch in and punch out for anyone paid hourly.</u>
Unscheduled BTB	Unscheduled Benefit Time Bank: Use this code for Employees that take an unscheduled day off.