


<b>Category:</b>	Employee Accountability	<p style="text-align: center;"><b>INCA Community Services Personnel Policy</b></p> 
<b>Sub Category:</b>	Work Responsibilities	
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<b>Website:</b>	ews.incacaa.org	
Responsible:		

## Attendance and Time Policy

### Policy

Punctual and regular attendance is an essential responsibility of each employee at INCA Community Services, Inc. Any tardiness or absence causes problems for fellow employees and supervisors. When an employee is absent, others must perform the work, which diminishes the smooth functioning of INCA.

Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided. The purpose of this policy is to promote the efficient operation of the company and minimize unscheduled absences.

### Attendance

Employees work schedules are defined in the Work Schedule Policy. Maintaining the set schedule an employee has been assigned is imperative to the successful operations of the agency.

Employees are expected to report to work on time. If employees cannot report to work as scheduled, they should notify their supervisor or designated representative no later than 30 minutes before their regular starting time. Exceptions would be for unexpected emergency directly before start time or increased notification specified in your job descriptions.

### Tardiness

If an employee is late for work they should notify their supervisor or designated representative no later than 15 minutes after their scheduled starting time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary.

### Discipline

Any employee who consistently fails to report to work as scheduled, who is consistently tardy to work, or who leaves his/her work station during scheduled duty without proper notification or authorization will be subject to disciplinary action which may include termination.

### Procedures for Reporting Time

INCA utilizes an online reporting system to track daily time and attendance by employees called Employee Web Services ( [ews.incacaa.org](http://ews.incacaa.org)). Time and Attendance is important to the agency and ensuring the proper procedures are followed will alleviate any unnecessary delays in payroll and make employees accountable for their time. Employees must log their time daily. These procedures are to ensure employees understand their rights and responsibilities within the system.

Failing to report time each pay period could cause employees wages to be calculated at minimum wage for the pay period. When employees complete the timesheet accurately it must be submitted to the bookkeeping department. Reconciliation will take place during the next payroll period.

Any employee who has not submitted their time following the directions outlined in this policy and procedures could face disciplinary action up to and including termination.

### **Lunch Breaks**

Lunch Breaks should be between 30 minutes and one hour depending on the program and the availability of staff. Each employee is entitled to a lunch break throughout the day.

### **Breaks**

Each employee is entitled to two fifteen minute breaks throughout the day. One in the morning and one in the afternoon. Breaks cannot be saved and used to extend the lunch hour or leave early.

### **EWS System**

The Employee Web Service ( [ews.incacaa.org](http://ews.incacaa.org)) System is used to enter time and attendance **each day** for all staff members. The Human Resource Director and the Senior Bookkeeper are responsible for entering initial information into the system accurately. The Human Resource Director establishes the personal information of the employee and the Senior Bookkeeper is responsible for payroll matters including direct deposit information.

### **EWS Setup**

Employees are responsible for setting up their own personal EWS login and password to prevent any staff from accessing their personal information easily.

First time users should use the following to get into the system:

- Open a new browser and go to the ews website at [ews.incacaa.org](http://ews.incacaa.org)
- Click on account setup
- Employee ID: First five letters of your last name and first three letters of your first name
  - Example: Jane Smith - SmithJan
  - Example: John Doe - DoeJoh
  - Example: Ty Johnson - JohnsTy
  - If you have less letters in your name than mentioned above just follow the same steps and use what you have.
- Birth Date: Birthdate should be in the following format - 01-11-1999
- Last 4 Digits of Social Security #
- User ID: You create a username that is familiar to you.
  - Recommendation: use the first part of the email address you are assigned: j.smith

- Password: A password that is easy for you to remember.
  - Do NOT share your passwords. This website holds all your personal information.

Once you have established your username and password you will use them to login on the first page. If you forget your username or password follow the above steps to reestablish your login credentials.

### **Logging In**

Users go to the **website [ews.incacaa.org](http://ews.incacaa.org)** and enter the username and password created through the first step. After entering the information Google Chrome may generate a pop up asking if you would like to save the username and password. It is recommended that you do not save your password to any shared computer for security purposes.

### **Inside the EWS System**

Once logged into the EWS system a new page will pop up with the inside information on it. At the top is a row of information including, Personal, Action, Options, Help, and Logout.

- Personal: This stores each employee's personal information including address, phone number and benefits. This section should be kept confidential at all times.
- Action: This area is where each employee enters their time including hours worked and leave entries as needed.

### ***Action - Entering Work Time***

Each employee is responsible for entering his/her own time each pay period. The following steps must be followed to enter leave accurately:

- Click on Action
- Click on Time Entry
- A new screen will show with the date in the top and a calendar on the right side of the screen. On the calendar click the day that time is being entered for. Once the date has been selected time can now be entered.
- Clocked In: This area is for the arrival time of work. Click on the arrow to change the time. The default time here is 8:00 a.m.
- Break 1 from: Typical 15 minute break periods do not have to be counted within the system. Breaks in the workday that are for longer than 15 minutes should be counted here. There is not default time here as it is not required to be entered.
- Lunch from: Lunch beginning and ending must be entered into this area to show a period of lunch. Lunches ranging from 30 minutes to 1 hour or more should be documented here.
- Break 2 from: Typical 15 minute break periods do not have to be counted within the system. Breaks in the workday that are for longer than 15 minutes should be counted here. There is not default time here as it is not required to be entered.
- Clocked Out: Time the employee left at the end of the day.
- Once the times have been entered the employee must click the clock out button for the time to save in the system.
- Cost centers are located below the clock in section. Employees who work multiple programs will utilize cost centers to break out time in different programs.
  - If you have to delete out the time entered you must click in the dot next to cost centers and then choose delete.

### ***Personal - Requesting Leave***

Leave time should be requested through the Personal drop down option to allow supervisors adequate time to find a replacement or reschedule duties. The following steps will help employees request leave:

- Click on Personal
- Click on Leave Request
- A new screen will show and down below is an Add button.
  - Click on Add and a pop up screen will appear with Leave Request as the header.
  - Enter the leave start date and end date as the same date.
    - Entering for multiple days must be created individually.
  - Leave Type: This area should be used for sick leave, annual leave, funeral leave, etc...
  - Request Status should be listed as request
  - Hours Requested: Enter the number of hours requested for leave for each day.
  - Add any comments needed.
  - Click Save

Once the request has been submitted it will go to the Program Director and the direct supervisor or designated representative for approval. When the time has been approved or denied the employee will receive a notification within the system.

### ***Action - Entering Leave Time***

If you had an unexpected day off time, leave time will need to be entered through the Action step.

- Click on Action
- Leave Entry
- A new screen will display with the following information:
  - Leave Date - Enter the day that needs the time
  - Cost Center - This area should be used for the main program being worked in
  - Leave Code - Under this area choose whether the time is sick, annual, etc...
  - Hours - list the number of hours you were absent
  - Description - Give a reason for the leave
  - Click Add

Once the time has been entered it will be added to your timesheet.

### ***Submitting Timesheets***

Each employee must review their timesheet and then submit it into the system so their supervisor or designated representative can evaluate before submitting it to payroll for processing.

- Click on Action
- Choose View Timesheets
  - Review the information there and ensure your hours are totaled correctly. If you need to make changes to back to Action Entering Work Time instructions.
- Click on Submit
- Ensure the dates are correct.
  - Add any notes needed
- Click Submit
  - This will turn the time yellow to show you have submitted it.

- If there is an error or you need to make changes after submitting choose the unsubmit button and it will unsubmit it from the system and allow you to correct anything needed.

**Disclaimer**

The EWS system has more options within it. These steps listed above are the basic necessary steps to enter time correctly and efficiently each pay period. For more information on the system please contact the Human Resource Director or the Equal Employment Opportunities Officer.

**Dissemination of Policy**

The policy will be made available to all employees through the agency's website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.