

# My Time Rounding Practice Changes

## FAQs

### *As of Feb. 21, 2023*

#### **Why is the rounding practice being changed?**

Consistent with our Value of Respect, PeaceHealth is committed to ensuring that our caregivers are compensated fairly. Currently, PeaceHealth follows a seven-minute rounding practice, rounding time to the nearest quarter hour when hourly (non-exempt) caregivers punch in and out of My Time. Effective with the pay period beginning March 12, this practice will end and time will be recorded to the minute in My Time and on paychecks.

#### **Does the change in the rounding practice impact the way caregivers punch in and out of My Time?**

No, caregivers should continue to follow the same process for punching in and out of My Time.

#### **Does the change in the rounding practice impact the attendance policy?**

No, the [Attendance and Punctuality policy](#) remains the same. Caregivers are expected to arrive at their assigned workstation ready for work at the beginning of their assigned shift and at the conclusion of their meal or rest periods.

#### **Will a caregiver receive overtime if they punch in two minutes before their shift and/or punch out two minutes after their shift?**

Beginning March 12, My Time will calculate to the minute for time worked. If a caregiver works more than their overtime threshold, My Time will automatically calculate any overtime or applicable premium pay based on the caregiver's work rules in My Time. Leaders can use the Premium Pay and Overtime Dashboard, available in My Time under the Analytics tab, to help manage overtime.

#### **If a caregiver punches out of their scheduled shift two minutes early, do they need to enter two minutes of PTO for the shift?**

Caregivers are expected to be at their overall budgeted hours at the **end of the pay period**. If a caregiver is under their budgeted hours at the end of the pay period, they need to use PTO. To help ensure accuracy, see the [My Time Minute to Hour Conversion Guide](#) which will be posted on Crossroads > My Tools > My Time > My Time Info Site > [Education & Training](#).

#### **Do caregivers need to start punching in and out for their meal periods?**

There are no changes to the meal period processes. However, if a caregiver manually punches in and out for a meal period, the time taken for the meal period will be measured to the minute from the out punch and in punch.

#### **Will caregivers that need to don/doff scrubs at work for sterile purposes be paid for donning/doffing time?**

Yes. Caregivers in departments that require donning and doffing should punch in before donning scrubs, and punch out after doffing scrubs, as this activity is indispensable to their workday. This also includes donning/doffing for meal periods. The amount of time to don/doff scrubs is determined at the department level based on department scrub requirements.

### What is the timeline for reviewing timecards for accuracy?

- Caregivers are responsible for accuracy of their timecards. Corrections should be submitted in My Time no later than noon on Fridays prior to the pay period end date.
- Leaders are responsible for reviewing and approving their caregivers' timecards and My Time requests each pay period. All entries and approvals for the current pay period should be approved by 10 a.m. in My Time each Monday following the end of the pay period.
- A new Historical Corrections report will also be available in My Time under the Analytics tab allowing leaders to see corrections caregivers submit to their timecard after they've been processed by Payroll.