

# What to look for in timekeeping for healthcare checklist

**Automated timekeeping** systems provide great advantages to healthcare organizations. They can drive down overtime costs, improve schedule adherence, reduce contract labor and more. Here are some tips on what to look for to get the most out of your labor pool while continuing to deliver high quality care.

## Data Gathering

- 1. Buddy punching prevention
- 2. Flexible clock options (biometric, badge, fob, RFID)
- 3. Mobile options for clock-in
- 4. Lockout to prevent early clock-in
- 5. Meal and rest break clock-in/out
- 6. Multiple job code support
- 7. Full time, part time and contract labor support

## Data Review

- 1. Supervisor access to timecards
- 2. Worker authorization for timecard changes
- 3. Direct connection to payroll

## Reporting/Notification/Analysis

- 1. Daily report of coverage, scheduled versus actual
- 2. Report by department
- 3. Notification on impending overtime
- 4. Notice of coverage issues
- 5. Data conversion and export for PBJ compliance

## Scheduling

- 1. Support for starter templates that speed initial scheduling
- 2. Rules incorporated into scheduling related to job codes, job type, overtime status, certifications
- 3. Shift swapping within established rules
- 4. Contract labor scheduled through same system as full time and part-time employees
- 5. Online employee access to schedules for better schedule adherence
- 6. Easy time off request mechanism for worker and supervisor

## Compliance

- 1. Automatic sick time accrual
- 2. Automatic vacation accrual
- 3. Rule enforcement for sick time usage (e.g., 4 hours at a time)
- 4. Easy setup for PBJ reporting
- 5. ACA reporting setup
- 6. Accurate, detailed recordkeeping
- 7. On-demand access for quick audit response
- 8. Configurable rounding rules to meet your specific compliance requirements
- 9. Reports that compare actual clock-in and rounding to confirm compliance

This checklist is meant to assist in general understanding of the current law. It is not to be regarded as legal advice. Seek advice of counsel for particular questions.