



Time Card Accuracy Review and Employee Sign Off

All Houston Methodist employees are encouraged to review their timecards for accuracy and to sign off by 10a.m. each pay week Monday or by their department-specific deadline.

Employees unable to review or sign off prior to the close of a pay period have until Saturday of the first week of the new pay period to review the previous pay period's timecard and acknowledge the timecard's accuracy by signing off.

Verify Timecard Accuracy by Reviewing Each of the Following:

1. Pay Distributions (Actual Hours)
 - a. Total Hours for Pay Period
 - b. Total Hours by Pay Code
 2. Pay Distributions (Daily Hours)
 - a. Total Hours by Day / Week
 - b. Total Hours by Pay Code
 3. Meal Period Deductions (non-exempt / hourly employees only)
 4. Paid Time Off (PTO) / Non-Worked Hours including Short Term Disability / FML Hours as applicable
 5. Deductible Transactions as applicable
 6. BU and Department charges as applicable when working in non-home departments
- Employees cannot make corrections or changes to their timecards for a closing pay period after 10a.m. on pay week Monday
 - Timecard discrepancies or errors that the employee cannot correct themselves should be reported immediately to the employee's manager for handling

Acknowledge Timecard Accuracy by Applying Employee Sign Off:

Employees acknowledge a timecard's accuracy by clicking the "Employee Sign Off" button in the left navigation pane. Once clicked, an icon designating acknowledgment posts at the top of the left navigation pane.

The screenshot displays the LaborWorkx interface for an employee named HUI. The main area shows a timecard grid with columns for Date, Time, Pay Code, Special Cod., Hours, Business Unit, Department, Unit, Job Class, and Position. The grid shows entries for 04/17/2017 and 04/18/2017. A green box labeled '3' highlights a specific entry.

On the left side, the 'Employee Navigator' pane shows the 'Employee Sign Off' button highlighted with a red box. Below it, the 'Employee Sections' pane includes 'Deductible Transactions' and 'Time Card Report'.

At the bottom, there are two summary tables:

Pay Distributions (Actual Hours)		AH: 80.00	Total: 83.51
Code	Description	Hours	
REG	REGULAR	79.00	
EVE	EVENING SHIFT	21.75	
OVT	OVERTIME	3.51	
SPTO	SCHEDULED PTO	1.00	

Pay Distributions (Daily Hours)		AH: 80.00	Total: 83.51					
Department 20104305 Job Class C074								
	16 Su	17 Mo	18 Tu	19 We	20 Th	21 Fr	22 Sa	Totals
REG		11.01	8.50	12.00	8.49			40.00
EVE		4.25		4.50	4.50			13.25
OVT					3.51			3.51
Total Worked		11.01	8.50	12.00	12.00			43.51

Σ = Accumulates toward worked hours