

Employee Manual



T.R.E.C. Time Recording for Employee Compensation

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Time Recording For
Employee Compensation

TIME RECORDING for EMPLOYEE COMPENSATION

T.R.E.C.
Time Recording for Employee Compensation

T.R.E.C.
TIME RECORDING FOR EMPLOYEE COMPENSATION

Introduction

You, the employee, have control to ensure the accuracy of your paycheck, when you use T.R.E.C. you control your worked hours.

Welcome to T.R.E.C. (Time Recording for Employee Compensation), Broward Health's automated time and attendance system. T.R.E.C. is composed of three segments:

1. Non-Exempt employees who will be clocking by telephone.
2. Exempt-Clinical Professionals who are eligible for shift differentials and Special Pay who will submit schedules.
3. Exempt employees who will have their hours autogenerated by the system.

T.R.E.C. uses the telephone as a collection device. Employees clock in and out from their workstation, thus avoiding lines that may occur at centrally placed time clocks. Particular telephones throughout the organization are dedicated to T.R.E.C., your supervisor will advise you which telephone to use.

Remember you, the employee, have the power to control your paycheck, when you use T.R.E.C. you control your worked hours.

The system offers a voice-assisted "Beginner" mode and an "Expert" mode. T.R.E.C. will prompt you for specific entries when you are in the "Beginner" mode. Once the time is announced and three seconds have elapsed with no entry, the voice-assisted mode begins. When you become comfortable with the process, you can begin to use the "Expert" mode. After the time is announced, you will simply enter your employee number and clock code. If you make an error, T.R.E.C. will revert to the "Beginner" mode to complete the transaction.

Now that we have described the basic way the system works, let's go over how to use the system.

1. Dial 1732 to access T.R.E.C.
2. Wait to hear the time announcement.
3. Enter your employee number.
4. Enter the appropriate clock code.
5. Enter other information as prompted by the system.
6. Wait to hear the "Thank You" message begin.
7. Hang up.

If you make a mistake at any time during the clocking process you may hang up and begin again. ***Remember! Your transaction will not be recorded until you hear the "Thank You" message begin.***

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Employee Clocked Transactions

Employee Clocked Transaction
(Supervisors Approval Required)

Note: * or # prior to any clock code will prompt you for a six digit accounting unit.

<i>Code</i>	<i>Description</i>
1	Clock-in
9	Clock-out
3	Meal Out (Leaving to go on meal break)
4	Meal In (Return from meal break)
5	Clock-in to a specific department other than T.R.E.C. home department. (prompted for 6 digit department)

<i>Code</i>	<i>Description</i>
0	Skip-a-meal
2	Call Back
60	Clinical Preceptor Pay
61	Mandatory Meeting clock-in
62	Orientation clock-in
*63	Charge with Float Differential
*64	Critical Care with Float Differential
65	Clock-in Float Differential always use with the "" (prompted for department 6 (six) digit department)
*66	Registry and Charge Differential
67	Registry clock-in
68	Reserved for future use
80	Charge
85	Transaction Code 068; for critical care Differential
69	Clock-out for codes Sixty (60s and 80s), out of assignment, default to home. If end of day use clock out code 9.

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Time Recording for Employee Compensation

Employee Clocked Transaction
(Supervisors Approval Required) continued

<i>Code</i>	<i>Description</i>
81	On Call hours codes 471;472;473 (job code determines which code should be used.
84	Home Health

Note: entering "*" or "#" before clock codes 2, any of the 60's, and 80's, the system will prompt you to enter a Labor level such as department number (Accounting Unit).

Note: Can not do more than one clocking code via the phone, must edit directly in Kronos.

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Clocking Grace Period: This is for pay not attendance purposes.
Grace is 7 minutes before and after the quarter hour, this gives a 15 minute round.

If your shift is 7:00 am to 3:30 pm.

Clock-in at 6:52 am. 6:52 am will show as actual time and pay would be 6:45 am.

Clock-in at 6:53 am. 6:53 will show as actual time and pay would be 7:00 am.

Clock-in at 7:07 am. 7:07 am will show as actual time and pay would be 7:00 am.

Clock-in at 7:08 am. 7:08 am will show as actual time and pay would be 7:15 am.

Clock-out at 3:22 pm. 3:22 pm will show as actual time and pay would be 3:15 pm.

Clock-out at 3:23 pm. 3:23 pm will show as actual time and pay would be 3:30 pm.

Clock-out at 3:37 pm. 3:37 pm will show as actual time and pay would be 3:30 pm.

Clock-out at 3:38 pm. 3:38 pm will show as actual time and pay would be 3:45 pm.

Please see diagram on next page.

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Grace Period Rounded

