

Electronic Time Entry / Tap-In, Tap-Out (KB0011785)

NOTE: These features will be in place once the Administrative Information Management System (AIMS) has been implemented.

Question	Answer
<p>How will tapping-in, tapping-out work for those who travel, work from home or who take lunch or coffee breaks that differ from their schedule?</p>	<p>There are a number of methods by which you can enter your time electronically, including:</p> <ul style="list-style-type: none"> • eClocks found in facilities across the province • On a computer workstation or facility kiosk by logging in to MyConnection • A mobile device • Toll-free phone call through my MyConnection (SHA and affiliate employers) <p>At present, staff will not tap-in, tap-out for meal or coffee breaks.</p>
<p>What is the 10 minute rounding rule for tap-in, tap-out?</p>	<p>An employee's schedule is entered into the system. There is a 10 minute rounding rule. This means if they tap-in 10 minutes before the scheduled shift or 10 minutes after the scheduled shift time, then the system will flag the entry with something called an exception. An exception flags any difference between the employee's schedule and the time entered. The employee will receive a notification by email, phone or text, indicating that they have an exception to address. The employee will go into the system to select a reason from a pre-populated set of choices or provide an explanation if it is other than what is available. A notification is then sent to the manager to review the employee's reason for being outside the 10 minutes on either side of a shift.</p>
<p>How do you tap-in, tap-out from a mobile device?</p>	<p>Employees will log in to MyConnection, then go to MySchedule. They will see where to tap to enter their time electronically.</p>
<p>If employees tap-in late will it affect their pay?</p>	<p>If the tap-in is more than the 10 minute rounding period allows, then it will raise an exception. The employee will then need to resolve the exception by explaining the reason for being late. This may have an impact on pay.</p>
<p>Will an employee be notified if they forget to tap-in or tap-out?</p>	<p>An 'exception' flags any difference between the employee's schedule and the time entered. The employee will receive a notification by email, phone or text, indicating that they have an exception to address. Daily reminders will continue until the employee resolves the exception.</p>
<p>Will staff be required to tap-in, tap-out for planned leaves that occur within a shift?</p>	<p>Yes, staff will tap-in, tap-out for planned leaves that occur within a shift, including medical leave.</p>

MyConnection

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How will electronic time entry work for field employees?	Field employees will enter their time electronically, and the system will calculate whether the hours qualify for overtime based on the field hour criteria of the applicable Collective Bargaining Agreement (CBA).
How will it work for employees who work in multiple facilities during a single shift, and will need the time coded to those areas?	It's possible for employees to tap-in at one facility and then either tap-out at another facility or tap-out prior to leaving the first facility.
Will Managers have access to a report to show if there are employees who consistently tap-in late?	The system maintains a record, which will be available as a report. This is planned for a future date after the implementation of AIMS.
Will contract physicians and workers be entering their time electronically?	Time entry for contract physicians and workers will be reviewed after the initial implementation of AIMS.
Will my card to tap-in, tap-out be separate from my ID card?	Yes. The card used to tap-in, tap-out will be a separate card used exclusively for electronic time entry.
How will a manager know the location that an employee is tapping in or tapping out from?	If the employee is entering their time using a mobile device, the system will recognize if the employee is tapping in or tapping out from a work location.
Is the employer able to choose one method for employees to enter their time?	SHA has an electronic time entry policy in development that will offer all options for electronic time entry, but employers will have the ability to choose their preferred method of entry.
Could there be a station set-up by the eClocks to hold the tap cards?	Employee tap cards are specific to the individual employee, so it would not be advisable to place the cards in a public place with open access. Tap cards should be kept on the individual for security reasons.
Will there be a way for the employer to view employees tap-in, tap-out times even if there is no exception generated?	Yes, managers would be able to request these times if required.
Will the same tap cards be used from when the electronic time entry pilot was run prior to implementation?	No. A new tap card will be issued to all employees.
Will there be any flags if an employee is tapping in 10 minutes late every day?	Managers can request a report of when employees tap-in. If they tap-in after the 10 minute rounding rule, then an exception is generated.