



SUBJECT: PIN Punching & Prox ID Cards	PAGE <u> 1 </u> OF <u> 3 </u>
	NUMBER: 35-PAY-05
RULE/CODE REFERENCE:	SUPERSEDES: 35-PAY-05 dated 04/21/05
RELATED ACA STANDARDS:	EFFECTIVE DATE: January 27, 2017
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to establish a consistent method for tracking usage of the employee time clock.

III. APPLICABILITY

This policy applies to all persons employed by the Ohio Department of Rehabilitation and Correction (DRC) that are required to punch in and out.

IV. DEFINITIONS

ID Badge or Card - Identification card issued by DRC Payroll/Personnel Office or ID Office.

Scan - This is done by placing ID card in the area of the prox chip reader (upper right corner).

Time clock - Device to capture employee arrival and departure times.

Pin Punching - Adding in or out times by manually entering a leading 1 followed by the badge number on the keypad located on the face of the time clock.

Punching - Adding in or out times into time clock by scanning or swiping with ID badge.

V. POLICY

- A. It is the policy of the DRC for all employees to have in their possession a valid State of Ohio DRC ID badge.
- B. It is the employee's responsibility to clock in and out before and after normal scheduled shift or over-time as assigned. If the employee has forgotten his/her ID badge, the employee must use the pin punching procedure. Punches for overtime are held in the clock even if not normal working hours.
- C. It shall be a violation of institution and DRC policy for any employee to clock another employee in or out. Employees who violate this rule, as well as the employee who is having the other employee clock him/her in and/or out, may be subject to discipline as set forth under the Standards of Employee Conduct.
- D. Altering or tampering with the Kronos time keeping system and ID card shall be a violation of DRC policy and may be subject to discipline as set forth under the Standards of Employee Conduct.

VI. PROCEDURES

- A. If an employee does not have his/her ID card, the employee is responsible for pin punching him/herself in and/or out. This requires that the employee be responsible for memorizing the employee number printed on the back of the ID card.
- B. Employees shall pin punch themselves in the following manner:
 - 1. Select the "Punch" button located on the time clock screen;
 - 2. Input the number "1" + number on the back of the ID; and
 - 3. Press the enter/save key located on the same keypad.
- C. If the employee does not know their badge number, they must complete a Time Clock Adjustment Notice (DRC1439) to indicate punch times and forward to their supervisor for approval. The supervisor is responsible for forwarding the approved Time Clock Adjustment Notice (DRC1439) to payroll for manual entry.
- D. If an employee ID card is lost or damaged due to the negligence of the employee, the employee must notify the Payroll/Personnel Office immediately to arrange for another ID to be issued. There is a \$5.00 charge to replace a lost, stolen or damaged ID card if due to employee negligence. Once a receipt for the \$5.00 payment to the Cashier's Office is presented to Payroll/Personnel or ID Officer, a new card will be issued. An employee ID badge will not be issued without payment except when being replaced due to normal wear and tear, or as a result of job change status (i.e., promotion, transfer, etc.) or name change. With the exception of lost or stolen badges, the old badge must be surrendered before the replacement badge is made.
- E. In case of a lost or stolen ID card, the employee must complete an Incident Report (DRC1000). This is especially critical when a staff ID card is lost within the confines of the institution.

- F. When an employee separates employment from the DRC, the ID badge must be surrendered to his/her immediate supervisor or personnel/payroll officer.

Related Department Forms:

Incident Report	DRC1000
Time Clock Adjustment Notice	DRC1439