1. **Why are we using TimeNet?**
   
   Use of a time and attendance system ensures the enterprise has a system to provide accurate reporting of time.

2. **What is my username/password?**
   
   Your username and password are the same as your NetID username and password.

3. **Will exempt employees use TimeNet?**
   
   Starting in early 2013, all exempt employees across the enterprise will TimeNet for requesting and reporting leave. Exempt employees will **not** use the system to clock in or out.

4. **Do I have to clock out for lunch?**
   
   Yes – all non-exempt (hourly employees) across the enterprise are required to clock out for lunch, and to clock back in afterwards. TimeNet does not automatically deduct time for lunch breaks.

5. **What if I don’t take a lunch?**
   
   You will be paid for all hours recorded in the system. If you work over 40 hours per week, you will either be paid overtime, or you will receive compensatory (comp) time (GRU employees only). 
   **Please note:** Overtime **must** be approved by your supervisor beforehand.

6. **What happens if I clock out for lunch, but have to return to work before my lunch break is over?**
   
   Always clock back in when returning to work. Any breaks **less than** 30 minutes in duration are considered paid breaks and you will be paid for that time. Any breaks of **at least** 30 minutes in duration are considered unpaid breaks and you will not be paid for that time.

7. **Is a lunch hour required?**
   
   Neither the Fair Labor Standards Act (FLSA) nor Georgia law requires breaks or meal periods be given to workers. However, many employers do provide breaks and meal periods, and GRU considers this a good business practice. Breaks of short duration (from 5 to 20 minutes) are common. The FLSA requires workers be paid for shore break periods; however, an employer does not have to compensate for meal periods of thirty minutes or more, as long as the workers are free to use the meal period time as they wish and are not required to perform work during that time. [http://www.dol.state.ga.us/js/breaks and meals.htm](http://www.dol.state.ga.us/js/breaks and meals.htm) (GA Dept of Labor)

8. **What does the law state regarding rest and meal periods?**
   
   Rest periods of short duration, usually 20 minutes or less, are common in industry (and promote the efficiency of the employee) and are customarily paid for as working time. These short periods must be counted as hours worked. Unauthorized extensions of authorized work breaks need not be counted as hours worked when the employer has expressly and unambiguously communicated to the employee that the authorized break may only last for a specific length of time, that any extension of the break is contrary to the employer’s rules, and any extension of the break will be punished. Bona fide meal periods (typically 30 minutes or more) generally need not be compensated as work time. The employee must be completely relieved from duty for the purpose of eating regular meals.
The employee is not relieved if he/she is required to perform any duties, whether active or inactive, while eating.

http://www.dol.gov/whd/regs/compliance/whdfs22.htm (Wage and Hour Division)

9. Will we get new badges?
   No, the system is being set up to use our current badges.

10. Can employees access the system off campus?
    If you have VPN access, yes. Otherwise, you’ll need to log in from your workstation, or use one of the new badge readers.

11. I’m a manager – will I be able to see how/where my employees log in?
    Yes, you’ll be able to run a report which shows these details.

12. Is there a grace period for clocking in/out?
    Yes, there is a grace period as far as the attendance policy is concerned, but it does not determine how the system rounds in/out punches. Schedules are not set up in TimeNet so the system does not know if you are early or late.

13. Will the system automatically log you out when the computer is shut down?
    No, you must log in and out of TimeNet manually.

14. Will I need to download this program on my computer?
    No, this is a web-based application which you’ll access via the internet.

15. Where will the new badge readers be located?

<table>
<thead>
<tr>
<th>Annex 1</th>
<th>CMC Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annex 2</td>
<td>CMC OR</td>
</tr>
<tr>
<td>Cancer Center</td>
<td>Radiology</td>
</tr>
<tr>
<td>Cancer Research</td>
<td>CMC OR Locker Room</td>
</tr>
<tr>
<td>CJ Building (Pavilion III)</td>
<td>PICU</td>
</tr>
<tr>
<td>Dental School</td>
<td>4th Floor</td>
</tr>
<tr>
<td>Old School (1)</td>
<td>5th Floor</td>
</tr>
<tr>
<td>New School (4)</td>
<td>HP Building (Physical Plant)</td>
</tr>
<tr>
<td>Family Medicine</td>
<td>RA Building (Physical Plant)</td>
</tr>
<tr>
<td>Georgia War</td>
<td>RB Building (Grounds Maint.)</td>
</tr>
<tr>
<td>Main Hospital</td>
<td>GCHC/Augusta State Medical Prison</td>
</tr>
<tr>
<td>Elevators</td>
<td>South &amp; West</td>
</tr>
</tbody>
</table>
16. Will I have to clock in at a certain location?

All employees will be assigned to a specific badge reader or PC, and you should use these specific readers or PCs whenever possible. Abuse of the system is easily noticeable and easily remedied; supervisors will have the ability to “lock down” employees to specific badge readers.

17. If I work Extra Duty, how will that be recorded?

Medical Center employees will clock in/out for all extra duty hours. Medical Associates employees’ extra duty hours will be recorded as a calendar entry. There will be no change for GRU employees.

18. My computer takes 20 minutes to start up. How will I clock in on time?

Instead of turning off your computer after work, simply log out and lock the computer. We suggest you either restart the computer on a weekly basis, or restart the computer after you have recorded your time and begun working.

19. Is the PTO policy change for the Medical Center (capping PTO at 360 hours) due to going live with the new Time and Attendance system, TimeNet?

No, the change in policy was communicated out a year and half ago by HR, and live on January 1, 2013.

20. Is Comp Time available?

Comp time is available for University employees. Policy guidelines state that no more than 60 hours can be accumulated in one quarter, and that time must be saved within that quarter. (Reference-Employee Handbook).

21. If something shows up as Overtime (OT) in TimeNet, will it get switched to Comp Time?

The supervisor will need to make the manual adjustment (for University employees only). (Reference: Comp Time Instructions). The supervisor has the option to allow the employee to leave early within that week or put the time into the comp time bucket.

22. What constitutes a work week?

The work week begins on Sunday and runs through Saturday.

Please refer to the following policies for more information:

- GHS Medical Center Hours Worked Policy
- GHS Medical Center Paid Time Off Policy
- GHS Medical Center Extra Duty Pay Policy
- GHS Medical Center Leaves of Absence Policy