



RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-COMPEN-P009-(01)	
TITLE/DESCRIPTION: TIMEKEEPING PROTOCOL FOR NON-SHIFTING EMPLOYEES			
EFFECTIVE DATE: May 30, 2025	REVISION DUE: May 29, 2028	REPLACES NUMBER: DPOTMH-D-47-P03-S03	NO. OF PAGES: 1 of 8
APPLIES TO: All employees of DPOTMH		POLICY TYPE: Administrative	

PURPOSE: To establish consolidated timekeeping procedures for Non-Shifting employees based on the previously approved timekeeping protocols.
DEFINITIONS: N/A
RESPONSIBILITY: Immediate Head/Supervisor, Employee, HR Staff/Timekeeper
POLICY: <ol style="list-style-type: none">1. All non-shifting employees shall follow the standard duty hours; as follows:<ol style="list-style-type: none">A. 8:00 am to 12:00 nn and 1:00 pm to 5:00 pm.B. 8:30 am to 12:00 nn and 1:00 pm to 5:30 pm.C. 8:00 am to 4:00 pm. (NSO and Special Areas)D. 9:00 am to 5:00 pm. (Special Areas)2. Each employee shall be required to swipe-in at the start and swipe-out at the end of his scheduled duty. In case of failure, the employee shall submit an Incident Report duly signed by his Supervisor or Manager; otherwise, the employee is considered absent for one (1) whole day without pay.3. An employee who has swiped-in for more than 20 minutes after his scheduled duty shall be considered tardy and shall be deducted an equivalent of one-half (1/2) day or 4 hours' deduction from his salary.4. Each employee shall be allowed to have a lunch break of one (1) hour; however, the employee shall be required to swipe-out and swipe-in before and after the lunch break. In case of failure, the employee shall submit an Incident Report duly signed by the Supervisor or Manager; otherwise, the employee is considered absent without pay.5. Overtime Request shall be approved by the Supervisor/Manager and shall be submitted to the HR-Compensation & Benefits before the payroll cut-off date as support for inclusion in the payroll. Overtime rendered without authorization shall not be included in the payroll.





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6. For non-shifting employees who are requested to work overtime after 5:00 pm, a 30-minute break shall be allowed but this shall not be considered as part of the total number of overtime hours.
7. As a general rule, all Supervisors/Manager shall not be allowed to work overtime with pay; however, in lieu of the overtime pay, the employee shall receive the meal allowance and/or transportation subsidy (refer Policy on Meal and Transportation Subsidy Allowance).
8. Any problems encountered while using the timekeeping swipe machine shall be reported immediately to the I.T. Technical Support or to his immediate Supervisor or Manager as a basis for preparation of the Incident Report.
9. The Incident Report shall be signed by the immediate Supervisor or Manager within 24 hours and shall be forwarded to the HR-Compensation & Benefits as support for updating of the Attendance Report.
10. Using the Paperless Attendance Reporting, the Manager/Supervisor shall validate the Attendance Report thru the Communicator on a daily basis so that any discrepancy in the employee's attendance can be resolved immediately.





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PROCEDURE (SOP):

1. Each employee swipes-in and swipes-out before and after the start and end of his scheduled duty; otherwise, the employee is considered absent for one (1) whole day without pay.
2. Each employee swipes-out at lunch break (12:00 noon) and swipes-in before 1:00 p.m.
3. The Section Head/Manager approves the overtime to be rendered by the employee and submits the Overtime Request to the HR-Compensation & Benefits before the payroll cut-off date.
4. On a daily basis, the immediate Supervisor checks the attendance of his direct reports based on their scheduled time duty.
5. The immediate Supervisor checks the Attendance Report using the "View Module" in the Intranet and summarizes the corrections on the employees' DTR in the Attendance Correction Form (ACF) every week.
6. The Section Head or next level Head submits the Attendance Correction Form to the Timekeeper of HR – Employees' Compensation & Benefits every 7th, 13th, 16th, 22nd, 28th and 31st/1st of the month, as follows:

-For attendance 1 st to 6 th day	- to be submitted on the 7 th
-For attendance 7 th to 12 th day	- to be submitted on the 13 th
-For attendance 13 th to 15 th day	- to be submitted on the 16 th
-For attendance 16 th to 21 st day	- to be submitted on the 22 nd
-For attendance 22 nd to 27 th day	- to be submitted on the 28 th
-For attendance 28 th to 30 th /31 st day	- to be submitted on the 31 st /1 st
7. If there are no corrections for the whole Department or Section, the Section Head/Manager submits the ACF to HR-Compensation & Benefits with Remarks – "No Corrections".
8. Upon receipt of the Attendance Correction Form from the different departments, the Timekeeper updates or edits the employees' Attendance Report.
9. The Timekeeper backs-up the final Attendance Report in the Timekeeping Back-up Module.





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

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PROCEDURES IN USING THE COMMUNICATOR TO CHECK THE ATTENDANCE REPORT

1. Open the communicator and click the "DAILY TIME RECORD".
2. Enter "date start" (mm/dd/yyyy) – Example: 03/01/2025.
3. Enter "end date" (mm/dd/yyyy) - Example: 03/06/2025.
4. The attendance viewer will show the employee's duty on that date.
5. Match the time-in and time-out against work schedule.
6. If there are corrections to be made, open the Attendance Correction Form using the menu "Others – Templates" and log the corrections (see sample).



RIVERSIDE MEDICAL CENTER, INC.

Owner and operator of the Dr. Pablo O. Torre Memorial Hospital



Instructions: Please use One (1) row for every issue and encode it in Times Roman pt.10 Font size. After filling up the form save it in PDF file format and send it to the Timekeeper through the Communicator.

ATTENDANCE CORRECTION FORM

Department: Station 1

Cut-off Period - From: March 1, 2025 To: March 15, 2025

Employee's Name	Employees I.D. Number	Date	Total O.T. (Hrs.)	Remarks
Juan de la Cruz		3/15/2025	-	Change from 6am – 2pm to 2pm – 10pm
Jose Pidal		3/5/2025		With duty 10 am – 6 pm. With IR attached
Greg Lapus		3/6/2025		6 am- 2pm to Day off
Rey Santos		3/6/2025	8 hrs	Yes
Victor Mata		3/01/2025		VL- Approved Online

Submitted by:

Name (Last Name, First Name MI):

I.D. No.: _____ Position: _____

Approved By:

Name (Last Name, First Name) Position: _____

DPOTMH-APP-COMP BEN-P009 (01)
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WORK INSTRUCTION:

KEY TASK	PERSON RESPONSIBLE
1. Swipes-in and swipes-out before and after the start and end of his scheduled duty; otherwise, the employee is considered absent without pay.	Employee
2. Swipes-out at lunch break (12:00 noon) and swipes-in before 1:00 p.m	
3. Approves the overtime to be rendered by the employee and submits the approved Overtime Request to the HR-Compensation & Benefits before the payroll cut-off date.	Supervisor/Manager
4. Checks the attendance of his/her direct reports based on their scheduled time duty on a daily basis.	
5. Checks the Attendance Report using the "View Module" in the intranet and summarizes the corrections on the employees' DTR in the Attendance Correction Form (ACF) weekly.	
6. Submits the Attendance Correction Form (ACF) to the Timekeeper of HR-Employees Compensation & Benefits every 7 th , 13 th , 16 th , 22 nd , 28 th and 31 st /1 st of the month.	
7. Submits the ACF to HR-Compensation & Benefits with remarks: "No Corrections".	
8. Updates or edits the employees' Attendance Report.	Timekeeper
9. Backs-up the final Attendance Report in the Timekeeping Back-up Module.	



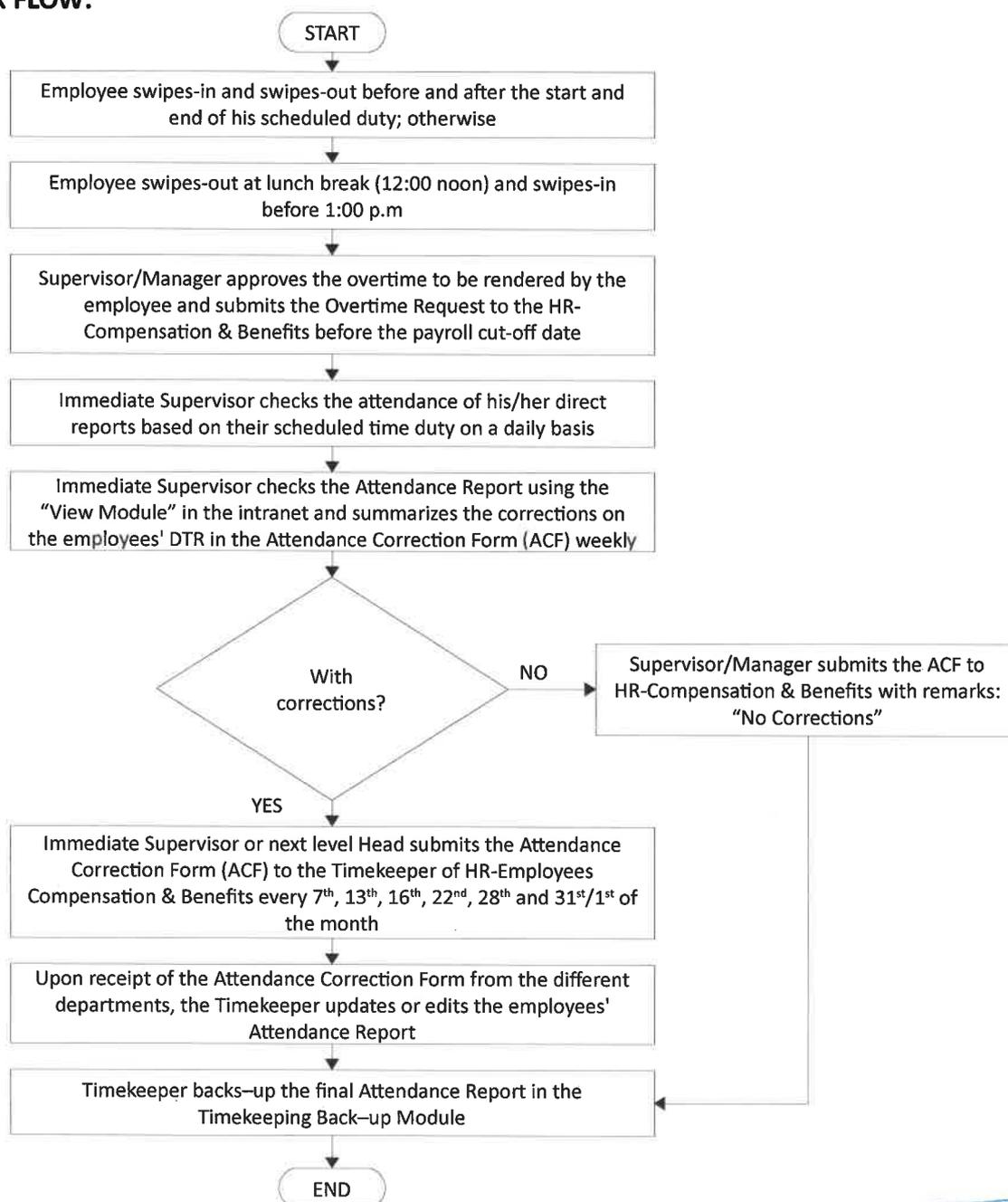


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WORK FLOW:





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FORMS: 1. COMPEN-F009-Attendance Correction Form
EQUIPMENT: N/A
REFERENCES: N/A





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APPROVAL:				
	Name/Title	Signature	Date	TQM Stamp
Prepared by:	RIO MARIE S. GOLVIO Compensation and Benefits Supervisor		5/5/25	
Reviewed by:	WENDY MAE D. GOMEZ Accreditation and Documentation Manager		5/7/25	
Approved by:	NANCY B. HIZON Human Resources Division Head		5/14/25	
	RODEL J. LLAVE Total Quality Division Head		5/15/25	
	HANNAH KHAY S. TREYES Chief Nursing Officer		05/16/2025	
	JULIE ANNE CHRISTINE J. KO Chief Finance Officer		5/20/25	
	NOEL P. GARBO General Services Head		5/23	
	ROSARIO D. ABARING Ancillary Division Head		05.26.2025	
	JOSE PEPITO B. MALAPITAN, MD Medical Director		05-27-2025	
	MA. ANTONIA S. GENSOLI, MD VP/ Chief Medical Officer		5-2-25	
	SOCORRO VICTORIA L. DE LEON VP/ Chief Operating Officer		06/03/2025	
Final Approved by:	GENESIS GOLDI D. GOLINGAN President and Chief Executive Officer		06/10/25	

