



MEMO

TO: All Staff

CC: Jessica Broussard, LCSW/COO; Connie Amy, RN/DON

FROM: Kali Babineaux, HR Coordinator

DATE: 01/06/2020

RE: Reminders about Employee Portal, Pay Day and Documentation of Call ins.

1. See attached memo from 12/5/19 regarding the employee portal. There is a calendar on the portal which has a schedule of pay days and upcoming trainings. These dates are subject to change and should be checked close to the date for any changes. If changes with these dates occur less than 24 hours of the date/time, the employees will be notified via e-mail. Because the payroll processing period fluctuates and there could be instances of unforeseen payroll processing issues, the date of the 5th and the 20th of each month at 2P, if Saturday then pay day is Friday and if Sunday then payday is Monday, is written in policy to allow extra time to ensure payroll is completed successfully. **Employees should plan according to the scheduled pay day.** There are instances when a pay day is moved to an earlier date and time but employees should not assume this will occur but instead check the employee portal calendar and e-mail for changes.
2. For CHARGE NURSES: With the updates to the punctuality and attendance policy, I felt the need to remind our supervisory staff of the necessary procedures to ensure accurate tracking of timely call ins. See attached memo from 7/30/19.

Do not hesitate to call or e-mail with any questions. Thanks!



MEMO

TO: All Staff
CC: Jessica Broussard, LCSW/COO; Connie Amy, RN/DON
FROM: Kali Babineaux, HR Coordinator
DATE: 12/5/2018
RE: Employee Portal

I have added an employee portal to our website at genesishb.com. The portal will give you access to the following:

1. MEMOs,
2. the timeclock,
3. employee handbook,
4. HR forms: tax, request for PTO payout, time adjustment forms
5. Calendar of scheduled events: staff meetings, payday, CPR/CPI trainings
6. Ability to register for trainings.

Once you are on the webpage of Genesis, click on employee login. Use the password genesis to enter the portal.

If you have any questions, do not hesitate to call me.



MEMO

TO: Charge Nurses

CC: Jessica Broussard, LCSW/COO; Connie Amy, RN/DON

FROM: Kali Babineaux, HR Coordinator

DATE: 7/30/2019


RE: Documentation of a Call In and Finding Replacement Procedures

Per policy HR 21: Attendance and Punctuality, all call in's must be submitted electronically by the immediate supervisor who took the call. The documentation of the call in should include date and time of the call in and the reason for the call in. The immediate supervisor will review the schedule and attempt to find coverage for that employee. Administrator on call will be contacted if attempts to find coverage are unsuccessful.

When attempting to contact employees, the timeclock systems will have the most accurate details of contact information as well as which employees are eligible to provide coverage. If an employee is not able to be pulled up in the electronic timeclock manager system, this is because they are out of compliance and should not be scheduled to work.

Please see attachments for the policy referenced as well as instructions on how to use the electronic manager timeclock system.

If you have any questions, do not hesitate to reach out to me. Thanks for all you do!

	Policy Number: HR 21	Page 2 of 3
	Effective Date: 11/2010	
	Revision Date: 01/2018, 08/2018, 12/2018	
Department: Human Resources		
Title/Subject: Attendance and Punctuality		

- E. Time off is subject to supervisory approval, department staffing needs and established departmental procedures. Supervisors should give approval or disapproval to the employee as soon as possible.
- F. Employees are considered tardy when they fail to report to the assigned work site at the scheduled time. This includes returning late from breaks and lunch periods. Employees who expect to be late are to notify their supervisor. A late arrival of 30 minutes or more should be documented as a call-in.
- G. Employees who are absent even after finding their own replacement for their scheduled shift without their supervisor's acknowledgement will be subject to disciplinary action.
- H. Employees who are unable to report to work for their scheduled shift will need to contact their supervisor as soon as possible. Time requirements will be as follows:
 - 1. Inpatient unit employees must give four hours notice (as a minimum) prior to scheduled start of work.
 - 2. All other departments, the employee must give a minimum of two hours notice prior to scheduled start of work.
- I. A Call In is submitted electronically by the immediate supervisor who took the call. The documentation of the call in should include date and time of and reason for call in.
- J. The immediate supervisor will review schedules and attempt to find coverage for that employee. Administrator on-call will be contacted if attempts to find coverage are unsuccessful.

The timeclock system will have the most accurate details of which employees are eligible to provide coverage. If an employee is not able to be pulled up in the electronic manager timeclock system, this is because they are out of compliance and should not be working.
- K. Employees who call in for a scheduled shift before and/or after a holiday or vacation must submit proof of illness, Physician's statement, or proof of emergency. Failure to submit documentation may result in disciplinary action.



Select Company: Genesis Behavioral

User ID: CHARGENURSE

Password:

Charge Nurse: How to submit a call in.

1. Use the ipad
2. User ID is Chargenurse, password is 606Latiolais!
3. Upon logging in, the screen below will appear.

REQUEST MANAGER

Employee Status Request Manager

REQUEST MANAGER

Employee Filter Job Code Filter

Requests per calendar day: 10 Apply

August 2018

28 Sun 29 Mon 30 Tue 1 Wed 2 Thu 3 Fri 4 Sat

5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 29 30 31

Pending (1)

Paula Brotons

07:00 PM \$2.00

12:00 PM \$2.00

12:00 PM \$2.00

12:00 PM \$2.00

12:00 PM \$2.00

4. Add a call in by click on the "+" of the date which is the shift called in for. Ex. Jane called in at 11P on 8/28 for the shift at 7A on 8/29. 8/29 is the date which the call in should be added to.
5. Upon clicking the "+", the box below will appear. Click on the drop down box next to "employee" and search for the employee by typing their name. Once their name appears, click on it so that it is added as the employee.
6. Enter the details of the shift (date, start time and total hours of the shift) as well as the reason for the call in. See picture for an example.

Add Employee Request

Employee:

Date requested: 8/29/2018

Start time: 07:00 AM

Hours: 12:00

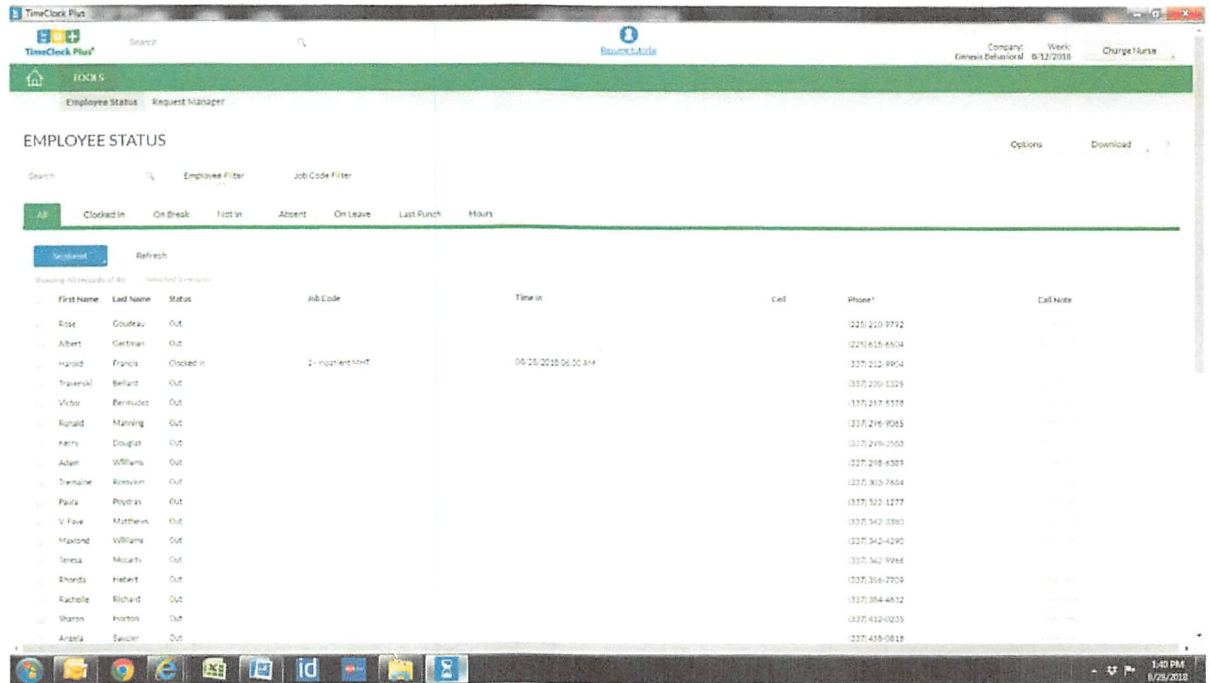
Date: 1

Description: 8/29@11P Family stress

7. Click Save.

Accessing Employee Phone Numbers:

1. Log in as instructed above.
2. Click on "Employee Status" and the list of phone numbers will appear as pictured below.



TimeClock Plus

Employee Status

Options Download

Showing 10 records of 30. Refresh

First Name	Last Name	Status	Job Code	Time in	Cell	Phone	Cell Note
Ede	Goudreau	Out				(225) 210-9712	
Albert	Gertman	Out				(225) 615-6504	
Harold	Francis	Clocked in	2 - Import Mkt	05/20/2018 06:00 AM		(337) 212-9904	
Traversel	Bellard	Out				(337) 230-1329	
Victor	Bernandez	Out				(337) 217-6378	
Ronald	Manning	Out				(337) 216-9065	
Kerry	Douglass	Out				(337) 216-0550	
Adam	Williams	Out				(337) 216-6309	
Trenshaw	Konson	Out				(337) 303-7684	
Paula	Poydras	Out				(337) 322-1277	
V. Fave	Matthews	Out				(337) 342-0393	
Maxford	Williams	Out				(337) 342-4290	
Teresa	Mosely	Out				(337) 342-9966	
Shonda	Mettert	Out				(337) 356-7709	
Rachelle	Richard	Out				(337) 384-4432	
Sharon	Horton	Out				(337) 412-0235	
Angela	Saunders	Out				(337) 439-0818	

1:40 PM 8/28/2018