

Employee Manual

◆ PAY AND SCHEDULING INFORMATION

TIME CLOCK

You will be paid according to the amount of time indicated by your clock in/out on the Kronos Timekeeper. Therefore, make sure you always "clock-in" (swipe your card) the moment before beginning work, and "clock-out" immediately after completing your work shift. If at any time you forget to do either, inform your Department Supervisor who will enter the correct time into the system.

If you pick up a shift in a department other than your Home Department, speak to the supervisor to assist in recording your hours.

Unexplained clocking irregularities can result in disciplinary actions up to, and including, dismissal. Therefore, never "clock-in" for time that you are not working and never swipe anyone else's card through the timekeeper for any reason. Both the person swiping another person's card into the timekeeper and the card holder may be dismissed. Failure to clock-out immediately upon the conclusion of a work shift also violates ASUCLA time clock procedures and warrants possible dismissal.

PAY

Paydays occur every other Wednesday. You may pick up your check from the Store Manager's Office or designated Store Office after noon on each payday (whenever the Store Manager's Office is mentioned, refer to your own Store Office). They will remain there for one pay period. If a paycheck is not picked up by then, it will be returned to the Payroll Office in Kerckhoff Hall 219. Please ensure that the address indicated on the check is accurate. If it is not, notify your Department Manager.

Should you fail to receive a check or have problems regarding its amount, contact your Department Manager.

ASUCLA provides the option of "Direct Deposit". Instead of picking up your paycheck at your Store Office, it can be deposited automatically into your bank account. If you wish to choose this option, contact Payroll at ext. 48823.

ATTENDANCE

Your attendance record is very important. Department policy states that you are directly responsible for all assigned hours, and hours you are having covered. It is imperative that you have any shift covered that you cannot work, and that you call in if you are going to be late for any reason. Because of the strain on the staff that a no-show or lateness causes, there is a very stringent attendance policy.

The following is ASUCLA's Attendance Policy, which applies to all ASUCLA employees. Please note that this Policy is intended to provide supervisors and managers with a guideline in addressing poor attendance. Extenuating attendance circumstances (such as overall poor attendance due to a combination of unnotified absence, excessive absence and excessive tardiness) may result in other actions.

New Hire Procedure Manual

Christian Drosten



New Hire Procedure Manual:

The Top 15 Staff Management Policies and Procedures for Physician Practices W. Lyle Oelrich, W. Lyle Oelrich, Jr., 2005

Creating and Updating an Employee Policy Manual: Policies for Your Practice American Dental

Association, 2016-06-01 This resource helps dental practices develop an office policy manual Includes sample policies forms and worksheets to help craft the perfect policy for your dental employee handbook With 99 sample dental office policies sample dental job descriptions templates for forms worksheets and checklists and explanations of at will employment Also offers information on dental staff training including OSHA and HIPAA

Accounting Policies and Procedures Manual Steven M. Bragg, 2012-06-19 Now in a fifth edition Accounting Policies and Procedures Manual A Blueprint for Running an Effective and Efficient Department is a how to guide on creating an effective and efficient accounting department policies and procedures manual Written by Steven Bragg the foremost authority in accounting and controllership issues the new edition includes A new complimentary Web site providing readers with the foundation for creating or enhancing their accounting department policies and procedures manual More coverage of accounting procedures including inventory billing cash receipts pricing order entry credit collections sales returns capital budgeting cash forecasting payroll and closing the books Accounting Policies and Procedures Manual is the tool every accounting department needs to regularize and systematize its procedures to match the best in the industry

Operating Policies and Procedures Manual for Medical Practices Elizabeth W. Woodcock, Bette A. Warn, 2006 This popular bestseller is an easy to use manual complete with customizable medical office policies Covering more than 100 of today's most pressing events this manual helps practice administrators and managers set procedures and policies for managing operational financial and risk issues as well as personnel disaster planning and exposure control

Front Office Management for the Veterinary Team E-Book Heather Prendergast, 2018-12-20 NEW Strategic Planning chapter discusses how to strategically plan for the successful future of the veterinary hospital and will include details on growing the practice planning the workforce meeting consumer needs and increasing the value of the practice NEW The Leadership Team chapter discusses how leadership affects the paraprofessional staff provides suggestions for effective leadership strategies and methods to set expectations for employees including attracting and retaining employees leveraging empowering and driving employee engagement NEW Standard Operating Procedures provides a checklist of important tasks associated with that chapter that must be addressed completed in the veterinary practice setting

Human Resources Kit For Dummies Andrea Butcher, 2023-02-22 The talent professional's one stop reference for best practices and tips Human Resources Kit For Dummies is the guide talent pros turn to for improving their leadership across the businesses they serve The world of HR is full of unforeseen challenges and this For Dummies reference will help you to handle them with grace and professionalism This book provides tips and tricks for creating an engaging employee experience from the get go prioritizing employee well being and health navigating the recent

wave of resignations and implementing better hiring practices In this new era of virtual offices you ll also learn to implement remote and hybrid onboarding and work models Plus you ll explore HR technologies learning and development strategies that get results hiring ethics diversity and inclusion best practices social media uses and policies and beyond Learn all the functions of the human resources role Discover new software HR best practices and employment trends Make your organization more ethical with diversity equity and inclusion initiatives Get insights on how to navigate remote workers and other common HR challenges New and working HR professionals will love this friendly easy to read resource for developing HR skills If you re a business owner this book can also help you recruit hire and retain the right people or build an HR function that gets results [Medical Assistant Exam Success](#) Kris Hardy,2010-09-06 Build confidence improve understanding and prepare for professional growth and success Each question includes the answer and a concise explanation for all correct responses **Blackwell's Five-Minute Veterinary Practice Management Consult** Lowell

Ackerman,2020-01-09 Provides a quick veterinary reference to all things practice management related with fast access to pertinent details on human resources financial management communications facilities and more Blackwell s Five Minute Veterinary Practice Management Consult Third Edition provides quick access to practical information for managing a veterinary practice It offers 320 easily referenced topics that present essential details for all things practice management from managing clients and finances to information technology legal issues and planning This fully updated Third Edition adds 26 new topics with a further 78 topics significantly updated or expanded It gives readers a look at the current state of the veterinary field and teaches how to work in teams communicate with staff and clients manage money market a practice and more It also provides professional insight into handling human resources in a veterinary practice conducting staff performance evaluations facility design and construction and managing debt among other topics **KEY FEATURES** Presents essential information on veterinary practice management in an easy to use format Offers a practical support tool for the business aspects of veterinary medicine Includes 26 brand new topics and 78 significantly updated topics Provides models of veterinary practice challenges to the profession trends in companion practices and more Features contributions from experts in veterinary practice human resources law marketing and more Supplies sample forms and other resources digitally on a companion website Blackwell s Five Minute Veterinary Practice Management Consult offers a trusted user friendly resource for all aspects of business management carefully tailored for the veterinary practice It is a vital resource for any veterinarian or staff member involved in practice management **Human Resources Kit For Dummies** Max Messmer,2012-11-28

Align HR practices with your objectives and keep your company competitive A company s ability to grow and stay on top of customer demand has always depended heavily on the quality of its people Now more than ever businesses recognize that finding and keeping a highly skilled and motivated workforce is pivotal to success Maybe you re a business owner and your company is growing or you re an employee at a small to midsize company and management has asked you to take on some or

all of their HR functions Either way knowing how to set up and implement successful HR practices not to mention navigating the legal minefields in today s increasingly regulated environment can be tricky Human Resources Kit For Dummies is your one stop resource for learning the nuts and bolts of HR It gives you forms and templates that you can put to immediate and productive use New information on anti discrimination legislation measuring performance hiring firing and retaining employees and training and development plans The latest info on online and social media policies Updated forms and contracts from job application forms and sample employee policies to performance appraisals and benefit plan worksheets If you re currently working in Human Resources or are responsible for employees in your business the tools presented here help you maximize the effectiveness of your own HR program *The Physician's Survival Guide to the Business of Medicine* Robert W. Katz,1994 A guidebook addressing the three major financial centers in every physician s life the medical practice the pension plan and personal finances Listing cases and examples the author addresses these three interrelated financial centers in a two phase process how to conduct practice management review and then how to use this process to establish an ongoing system for successful total financial management *Kinn's The Administrative Medical Assistant - E-Book* Alexandra Patricia Adams,2013-11-28 Prepare for a successful career in medical assisting Kinn s The Administrative Medical Assistant 8th Edition helps you learn the real world administrative skills essential to working in the health care office In depth coverage ranges from professional behavior and interpersonal skills to billing and coding electronic health records and management of practice finances Written by administrative medical assisting expert Alexandra Adams this classic resource also includes an Evolve companion website with exercises and activities videos review questions for the CMA and RMA certification exams and an interactive portfolio builder Step by step illustrated procedures make it easier to learn and understand medical assisting skills and include rationales for each step Threaded case scenarios let you develop critical thinking skills and apply concepts learned in each chapter to realistic administrative situations Study Guide includes a variety of exercises to test your knowledge and critical thinking skills case scenarios from the book and a Procedure Checklists Manual Sold separately Emergency Preparedness and Assisting with Medical Emergencies chapter prepares you to take action during crises and urgent situations Detailed learning objectives and vocabulary with definitions in each chapter help you study more effectively with connections icons linking concepts in the text to exercises in the study guide and on the Evolve companion website Patient education and legal and ethical issues are described in relation to the Medical Assistant s job A Portfolio Builder on the Evolve website helps you demonstrate proficiency to potential employers NEW Charting examples within the procedures are highlighted for easier learning UPDATED coverage of the Electronic Health Record ensures that you are familiar with the technology you ll use on the job *Management in Physical Therapy Practices* Catherine G Page,2015-02-06 That s why we ve provided wisdom you won t find in any other Management text practical business principles and perspectives for all types of clinical settings to help you prepare for wherever life may lead you Walk

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Grievance Procedures Association of Research Libraries. Systems and Procedures Exchange Center, 1975

The Complete Idiot's Guide to Starting Your Own Business Edward Paulson, 2007 PAULSON CIG STARTING YOUR OWN 5TH

Law Office Policy & Procedures Manual Howard I. Hatoff, Robert C. Wert, 2006 This manual helps medium and large law firms increase productivity by providing a model manual for law office policies and procedures The book an updated and expanded version of the previous fourth edition is divided into seventeen sections covering such topics as law office organization management and administration support personnel office policies personnel policies and benefits office security and emergency procedures financial management file systems technology and communications systems The book contains numerous sample forms and documents as well as extensive bibliographies A CD containing the entire text of the manual is included allowing customization of the manual for particular user needs

The Recruiter's Handbook Sharlyn Lauby, 2018-01-30 Effective recruiting is more than filling jobs It's about building trust and shaping organizational culture The Recruiter's Handbook offers a comprehensive step by step guide to the entire recruiting process written by HR Bartender's Sharlyn Lauby SHRM SCP With expert insights tools and proven strategies the book helps HR and talent acquisition professionals shorten learning curves avoid legal missteps and create meaningful candidate experiences It also includes specialized guidance on inclusive hiring practices recruiting veterans and ex offenders and building mentorship and internship programs Ideal for both new and experienced recruiters this practical guide is a trusted resource for building stronger teams and better hiring outcomes

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