

# Hopkins Policy & Document Library (HPO)

## *Policy Buzz*

### *Recording and Payment of Work Time (Safe Harbor) Policy FAQs*

<b>Policy Name</b>	<a href="#">Recording and Payment of Work Time/Safe Harbor (HR928)</a>
<b>Planned Publication Date</b>	7/1/2020
<b>New or Revised Policy</b>	New
<b>Policy Manual Name</b>	<a href="#">JHHS/JHM Human Resources Manual</a>

### *Purpose of the Policy*

The purpose of this policy is to ensure that practices are in place to ensure that employees of the Participating Organizations are appropriately paid.

### *Scope*

This policy applies to:

- ✓ HCGH OB/GYN Associates
- ✓ Howard County General Hospital
- ✓ Johns Hopkins All Children's Health System
- ✓ Johns Hopkins All Children's Hospital
- ✓ Johns Hopkins Bayview Medical Center
- ✓ Johns Hopkins Community Physicians
- ✓ Johns Hopkins Healthcare LLC
- ✓ Johns Hopkins Home Care Group
- ✓ Potomac Home Health Agency & Home Support
- ✓ Johns Hopkins Medical Management Corporation
- ✓ Johns Hopkins Medicine International
- ✓ Johns Hopkins Regional Physicians
- ✓ Johns Hopkins Surgery Centers Series
- ✓ Sibley Memorial Hospital
- ✓ Suburban Hospital
- ✓ The Johns Hopkins Health System Corporation
- ✓ The Johns Hopkins Hospital
- ✓ Johns Hopkins HealthCare LLC
- ✓ Johns Hopkins Imaging

### *What You Need to Know*

- ✓ All employees must make every effort to ensure they are paid correctly each pay period.
- ✓ It is a violation of the Participating Organizations policies for any employee to falsify a time card, or to alter another employee's time card.
- ✓ If employees have questions about deductions from their pay, they should contact the HR Solution Center immediately.

For questions pertaining to this policy, please contact your local HR Business Partner or HR department.

**More Information:** See the entire policy by clicking on this link:

[https://hpo.johnshopkins.edu/enterprise/policies/157/44497/policy\\_44497.pdf](https://hpo.johnshopkins.edu/enterprise/policies/157/44497/policy_44497.pdf)

