

## PEMBROKE REGIONAL HOSPITAL

# MEMO

---

**TO:** All Staff

**FROM:** Human Resources

**DATE:** August 9, 2023

**SUBJECT:** Sign In/Out Sheets

---

Please consider this as a reminder that ONA and CUPE employees are required to **sign in and out** of all shifts worked. This is required for timely payment.

Where an employee has not signed in/out, unless there is an extenuating reason, employees will have to wait until the next pay period for that shift to be paid.

Signing in and out includes, but is not limited to, scheduled shifts, orientation, in-service, modified work, mentorship and team lead roles.

Sign in/out sheets will be available in each department and are to be submitted by the Manager to the Staffing Office for processing.

Resource Team members are to sign in and out on the department Sign in/out Sheets where they are assigned work.

Please be reminded that overtime is to be submitted on the appropriate form, and not recorded on the sign in sheet.

If you have any questions, or if you are unsure if you are required to sign in and out, please reach out to your manager.

Thank you.