



Effective 11/4/18

## Telephony Policy

It is the policy of Love Respect and Care that as of 6/16/19 all employee will record their time using the Telephony system provided through Generations. **Paper timesheets will no longer be used or accepted as of the date listed above.**

Using this system will record the time the Direct Care Worker punches in and out. It is imperative that DCWs are punching in and out on time due to the times that are recorded will be used to generate each DCW's paycheck. Direct Care Workers must also be at the Consumer's home in order to punch in and out. If there is an issues with the system DCWs must call the office as soon as the problem occurs so that arrival and/or departure times are recorded correctly.

The system will also require that both the DCW and the Consumer sign off electronically confirming the time and activity worked.

***\*Your signature indicates that you understand the information listed above.***

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Employee Signature

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Date