



January 5, 2022

Hello Discount Tire Family,

Thank you for your continued patience and flexibility in adopting the temporary time-tracking process due to the Kronos outage. **As we continue to navigate this situation, our goal is to ensure you have the most current information. Please thoroughly read ALL communications.**

### **What you need to know**

- Multiple Kronos and Discount Tire teams continue to work on a resolution, but at this time, we do not have an estimated timeframe for when the Kronos outage will be resolved.
- We will continue to provide updates as they become available.
- In the meantime, employees will continue to track their time using the [Timekeeper Tool](#) on the Google Chrome browser.

**REMINDER:** Employee hours **MUST** be submitted through the Timekeeper Tool each week **no later than end of day Saturday**. Failure to submit employee hours by the end of the day on Saturday will affect our ability to pay Our People.

- If there are any questions, employees should contact their Managers first and then refer to the [FAQs document](#) on the [Kronos Outage KC page](#).
- If the answer is unavailable in the FAQs, please contact your Regional Office Manager.

Thank you for your patience and flexibility as we continue to work through this situation.