

## Time Tracking Policy

### Corporate

#### Purpose

It is as important to Discount Tire as it is to you to make sure you are accurately paid for all time worked or time owed to you. To ensure accurate payment to you and to protect the interest of the Company, established business rules and policies must be followed.

The Company reserves the right to add to, subtract from or cancel this policy without notice, but will notify you in as timely a manner as is possible.

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#### Who tracks time

At the Corporate office:

- Hourly employees use it to record all in and out punches.
- Salaried employees review weekly timecards for accuracy and add missing PTO.

Employees can view their timecards from current and previous pay periods at any given time.

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#### Timekeeping

**It is your responsibility to accurately record your actual time worked.** If you are unable to accurately record your actual time worked, or if an error occurs when recording your time, please notify your manager immediately.

- Falsifying, and tampering with time records is prohibited.
- Recording time on another employee's time record is prohibited.

If you fail to properly punch any time, in or out, you should notify your manager immediately.

You are responsible for reviewing your hours at the end of the last day worked during the pay period to make sure your hours are accurate. If the hours reflected are not correct, please notify your manager immediately, so your manager can correct the problem.

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#### Hourly employees

**Hourly employees** are required to use Kronos Timekeeper to punch in and out on each day worked.

- Meal periods are not considered time worked. You are required to punch out and in for meal periods taken.
  - You are required to punch out for any departure from work for any non-work-related reason and to punch in upon your return to work.
  - All time worked must be recorded, i.e. "on the clock". "Off the clock" work is strictly prohibited.
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<b>Punch</b>	Punching adds a time stamp to your timecard to indicate the time you started work or ended work. In Kronos Timekeeper, clicking the <b>Record Time Stamp</b> button is a punch.
<b>Pay Period</b>	The workweek is defined as Sunday 12:00 a.m. through Saturday 11:59 p.m. In the event a shift does not end by Saturday at 11:59 p.m., any hours worked past that time will be calculated as if they were worked on that Saturday.
<b>Pay Days</b>	<p>Wages are currently paid on a weekly basis every Friday for all hours from the preceding pay period. (If Friday falls on a Company observed holiday, payday will be on Thursday).</p> <p>You should thoroughly review each paycheck upon receipt to make sure it is correct. Any errors in your paycheck should be reported immediately to your manager, or the Payroll department.</p>
<b>Pay codes</b>	<p>When you need to be paid for hours away from work, a pay code category and hourly amount must be added.</p> <p>In the event you have <b>unscheduled PTO</b> during the current pay period, your manager will enter the PTO pay code and hours into your timecard. A blue bar will display in the date cell if the PTO time is unscheduled.</p> <p>Any future <b>planned PTO</b> will be entered into your schedule by your manager.</p> <p>Your manager will record any other paid time off in Kronos Timekeeper, using the appropriate pay code (e.g. Jury Duty, Training, etc.).</p>
<b>Contact</b>	If you have any questions regarding Time and Attendance, please do not hesitate to contact your manager, AVP or the Payroll department.

## Exceptions

Different exceptions may appear on your timecard. Exceptions mark punches that deviate from your assigned work schedule, i.e. the schedule that exists in the system.

To help you identify the type of exception, hold your cursor over the marked cell. Exception details will appear.

**Note:** All of these exceptions may not apply to you.

Exception	Occurs when ....
Early In	punch occurs > 15 minutes before scheduled "in" time
Very Early In	punch occurs ≥ 30 minutes before scheduled "in" time
Late In	punch occurs ≥ 5 minutes after scheduled "in" time
Short Break	employee takes a meal period of < 30 minutes
Long Break	employee takes a meal period ≥ 65 minutes
Early Out	punch occurs ≥ 1 minute before scheduled "out" time
Late Out	punch occurs > 15 minutes after scheduled "out" time
Very Late Out	punch occurs ≥ 30 minutes after scheduled "out" time
Missed Punch	In or Out punch is missed
Short Shift	employee works ≤ 2 hours
Long Shift	an employee works ≥ 6 consecutive hours without ≥ a 30 minute meal period
Excused Absence	no punches are recorded on a day an employee is scheduled to work but a pay code/amount is added
Unexcused Absence	no punches are recorded on a day an employee is scheduled to work but a pay code/amount is not added
Unscheduled	punch occurs on a day when employee is not scheduled to work