

## Time Tracking Policy

Store, Maintenance, Warehouse, DTD, and Regional Office Employees

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### 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

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.

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.

- All time worked must be recorded, i.e. "on the clock". "Off the clock" work is strictly prohibited.
- 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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**Transfer and Travel**

**Stores / Warehouses / Maintenance employees:** Use Transfer Punching if you work at a location that is not your assigned location.

- Use **Transfer Punching** for the first punch of each day at a store or work location that is not your assigned one.
- Use **Transfer Punching** if you change stores/locations for a second shift.

After recording the first punch of the day at the new store/location, you do not need to select the store again to punch out and back in for break unless you go to work at a different store after the break.

**Travel Time:** After you Transfer Punch, speak to the Manager or Senior Assistant. They will edit the “in punch” on your timecard so that your travel time is included and you are accurately paid and will attach the comment, “Travel Time” to the punch.

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**Punch**

Punching adds a time stamp to your timecard to indicate the time you started work or ended work. In Kronos Timekeeper, clicking the **Record Time Stamp** button is a punch.

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**Pay Period**

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.

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**Pay Days**

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).

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.

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**Pay codes**

When you need to be paid for hours away from work, a pay code category and hourly amount must be added.

Your manager will record any other paid time off in Kronos Timekeeper, using the appropriate pay code (e.g. Jury Duty, Training, etc.).

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**Contact**

If you have any questions regarding Time and Attendance, please do not hesitate to contact your manager, AVP or the Payroll department.

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## 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