

LAMPTON-LOVE, INC., GROUP OF AFFILIATED COMPANIES

Kronos Employee Expectations

EMPLOYEE NAME: _____ LOCATION: _____

STATEMENT OF EXPECTATIONS:

- _____ It is the responsibility of each employee to clock in and out in real time.
- _____ Never share your login credentials. You should always clock yourself in and out and discuss with a manager or HR if you are having issues. Employees found to be clocking another employee in or out, or otherwise accessing the time card of another employee, is subject to disciplinary action up to and including termination.
- _____ Employees are to make their own corrections to their timecards. Managers will approve those corrections.
- _____ If an error occurs, corrections should be made by you in a timely manner, preferably the same day.
- _____ Employees must accurately account for their working hours, including breaks.
- _____ Employees are expected to maintain their timecard daily.
- _____ Overtime must be approved, in advance, by your supervisor.
- _____ No "off the clock" work is allowed.
- _____ Enter brief but descriptive comments when you:
 - Make a correction to your timecard. Ex. Forgot to clock in from lunch at 12:15pm.
 - Take PTO. Ex. Took 4 hours PTO on 2/3/23
 - Work hours that are different from your regular schedule. Ex. Left early for an appt.
- _____ There should be a computer in your branch that is available for clocking in and out. The Kronos app is an additional option to assist clocking in/out when a computer is not available.
- _____ Check with your manager or call Katie Warren in HR anytime you need assistance with making corrections, adding comments, etc.
- _____ I've been shown how to clock in/out.
- _____ I've been shown how to make my own corrections.
- _____ I've been shown how to enter comments.
- _____ I know who I need to contact if I have questions.

EMPLOYEE'S SIGNATURE: _____ DATE: _____