



Time Tracking Policy

Purpose

It is as important to Tire Rack (“The Company”) 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.

Who tracks time

At all Tire Rack Locations:

- Hourly employees will record all in and out punches through UKG Time & Attendance (UKG T&A).
- Salaried employees will have hours auto populated to their timesheets and are responsible to review weekly timecards for accuracy and add missing PTO.

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

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.

Engaging in prohibited conduct may subject you to discipline up to and including termination.

Hourly employees

Hourly employees are required to use UKG T&A 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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Punch Punching adds a time stamp to your timecard to indicate the time you started work or ended work. In UKG T&A, clicking the **Clock In** or **Clock Out** button is a punch.

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.

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 Human Resources.

Time Off When you need to be paid for hours away from work, a time off category and hourly amount must be added. Employees should submit their PTO request through UKG.

Contact If you have any questions regarding Time and Attendance, please do not hesitate to contact your manager or Human Resources.