



TIME KEEPING AND PAY POLICY

Timekeeping:

Each representative will be provided credentials during the new hire process for logging into the timekeeping software. All logins and logouts will be completed through this portal.

Accurately recording time worked is the responsibility of every non-exempt representative so that the Company may keep an accurate record of time worked to calculate representative pay. Time worked is all the time actually spent on the job performing assigned duties or preparing to perform assigned duties. All representatives are required to log in to begin their shift and log out to end their work, as well as the beginning and ending time of each meal period. Overtime work must always be approved before it is performed. If a representative should fail to complete one of the log-ins they must notify their supervisor immediately so the representative's time card can be rectified. It is the responsibility of the representative to certify the accuracy of all time recorded. Supervisors are responsible to review for accuracy and authorize time records before submitting them to payroll for processing. If corrections or modifications are made to the time record, both the representative and the supervisor must verify the accuracy of the changes.

Altering, falsifying, tampering with time records, recording time on another representative's time record, or working overtime without authorization may result in disciplinary action up to and including termination of employment or contract.

Pay:

A pay period is considered Monday - Sunday. Any hours worked and commissions earned during those days will be paid the Friday following the Sunday. Representatives are paid weekly, every Friday, unless the planned pay date falls on a holiday. In this circumstance, the representative will be paid the Thursday before the normally scheduled payday.

If a representative fails to log in or out of a scheduled shift and does not notify his/her Supervisor at the time of the issue or, if a representative approves incorrect hours worked, the retroactive pay owed will be added to the most current pay period once the issue is brought to the attention of the representative's Supervisor. In some instances, the retroactive pay may be added to the following pay period if adequate time was not given to the Supervisor to complete necessary research. 24-hours is considered adequate time.

Direct Deposit and Live Checks:

Representatives will have the option to sign up for Direct Deposit during the new hire process and at any time during employment. A representative can request a direct deposit form from their Supervisor. It may take up to two complete pay periods for the representative's direct deposit to be active, depending on the representative's banking establishment. The representative will receive paper checks until the direct deposit is in effect.



Paper checks will be available on Fridays, during the time frame that will previously be communicated by the Manger or Supervisor, for representatives to pick-up. Checks will be kept available until the following Friday and then sent by mail, via USPS, to the address on file for the representative, unless other arrangements were previously made by the representative. It is the representative's responsibility to keep his/her address on file up to date. If the representative is unable to pick up their check themselves, they may make arrangements for someone else to do so, with permission from the representative, by submitting the "Authorization for Picking Up Paychecks" form. A copy of the designated person's ID will be collected at the time the check is picked up, so it is the representative's responsibility to make sure this person is aware and has the proper identification available.