

Information for Employees



Store Number _____

Timekeeping System

PUNCHING IN AND OUT

1. Dial 1(855) 634-1004
2. For English press 1
3. Enter your employee number from the front of your badge then press #
*IF ASKED, ENTER JOB NUMBER, THEN PRESS #
4. To check IN, press 1 (choose task if asked)
*IF TAKING A MEAL BREAK, PRESS 3 TO START MEAL BREAK, PRESS 4 TO END MEAL BREAK
To check OUT, press 2

REMEMBER...

- ▶ Only use the authorized phones inside the job site
- ▶ You must punch in/out for work and for scheduled meal breaks
- ▶ You may not take a short meal break
- ▶ You must take scheduled meal breaks even if working overtime
- ▶ Overtime must be approved in advance by your supervisor
- ▶ You may only punch in/out for yourself and it must be on a separate call
- ▶ Failure to follow punch in/out rules will result in disciplinary action

Contact your immediate supervisor right away if:

- ▶ You are not able to complete the call to hear "you are punched in/out"
- ▶ You know you will be absent or late to work; notify your supervisor within two hours of your scheduled start time
- ▶ You need to update the tax withholding from your paycheck
- ▶ Your direct deposit information has changed

VERY IMPORTANT

KEEP YOUR ADDRESS UPDATED!

Notify your Supervisor immediately if the address on your payroll check is not accurate or if you change your address.

Workers Compensation

ON THE JOB INQUIRIES

1. If an injury is life threatening, call 911.
2. Report all work related injuries or illness to your Supervisor immediately.
3. An Accident/Incident Report has to be filled out for all work related injuries and illness.
4. This Accident/Incident Report needs to be turned into the HR Department at the corporate office.
5. If you are working in CA, request the DWC Form 1 from your Supervisor so it may be turned in with your Accident /Incident Report.
6. If you work in NV request the C1 form from your Supervisor. Your doctor should give you a C4 form. All this needs to be turned in with your Accident/Incident Report.
7. Medical treatment needs to be approved by your Supervisor and he/she will instruct you where to go for treatment.
8. Follow your doctor's instructions and keep up with all of your appointments.
9. Provide your Supervisor with any doctor's notes that are given to you.

+ Safety Tips

- ▶ Reference your Basic Safety Rules booklet
- ▶ Wear personal protective equipment
- ▶ Use appropriate shoes (slip-resistant is recommended)
- ▶ Be careful around moving equipment
- ▶ Be careful when walking on wet/slippery floors and use wet floor signs
- ▶ Be aware of chemical labels to avoid chemical burns or reactions
- ▶ When in doubt, ask your supervisor

We are Listening!

Contact your supervisor when you have questions or concerns. If at any time you feel your concerns are not addressed, you may contact the Integrity Hotline at

(800) 321-4773

If you prefer, you may report your concerns in writing and send them to the Human Resource Director:

Prestige Maintenance USA, LTD
C/O Human Resource Hotline
PO Box 941249
Plano, TX 75094

