

## OFFICIAL EXAKTIME INSTRUCTIONS

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\*\*All employees, below are the instructions on how to properly record your hours on ExakTime. Please note, that all hours **must** be job costed by the accounting department when you are working out in the field. When installing a job, that cost must go against that job number which helps us know the exact labor costs on that specific project. Every instance where time is misused, is costing the company money, and ultimately, also costing additional work for all administrative employees. Install time should ALWAYS be 100% accurate.

**Below are the rules of using ExakTime.** If at any point you ever have any questions or problems using ExakTime, clocking in/out, finding the correct job number, etc., please contact Hailee for help.

[hailee@stumbaugh.com](mailto:hailee@stumbaugh.com) / 818 303-1106

1. Please make sure you have the green **GO** and red **STOP** stickers in your trucks, to remind you to clock in and out every time you arrive and leave a job. If you do not have these in your truck, please let us know asap so we can get them for you.
2. Clocking in should be done when arriving at the Burbank Office, or arriving at the job site if that is your first destination. CLOCKING IN FROM HOME WILL NOT BE ACCEPTED. (please see #3 for drive time exceptions)
3. Stumbaugh does not pay out for drive time separately to or from your house if you are going to or coming from anywhere in LA county. The only exception is if you're going outside LA county **and** you live more than 50 miles from that job site that you're going to. Drive time that is done in the middle of your day (in between jobs) is paid regular time, and please make sure you note all of your between jobs driving as "DRIVE TIME" and not as install or delivery.
4. Whenever you cannot find the job number in the system and pick the "no job number" in ExakTime, you are required to write in the "field notes" section of ExakTime, the address/name/job number that was given to you and any other info you have on that job, so we may correct it.
5. We check the field notes section every week. If there are any problems with your time, job numbers, or system, please write it here. That way we don't have to call you in the middle of your busy day, and vice versa. E-mail and phone calls are still acceptable.
6. If you go home during the day or take any sort of lunch, please clock out and then clock back in when you are done. We will no longer be doing this for you. (if you miss a day please get in contact with us immediately so we can fix it). Please still press "yes" at the end of the day when it asks if you took a break, if you did take one, or "no, if you were given the opportunity but declined to take one.
7. If you went to multiple jobs during the day but didn't clock into all of them, please let us know what was missed and the times that you were there. Same goes for clocking into a job late, please let us know the actual arrival/departure time and we will correct.
8. Make sure your photo is always shown with full face. Never turn off or cover GPS. If at any point you would like to see an example of what a perfect timesheet looks like, have ANY questions on how to use ExakTime, want to make sure you are using it correctly, etc., please do not ever hesitate to let Hailee know. She is your point of contact for all things Exaktime and time tracking.

**You will all have 10 days to get your timesheets looking the correct way** (we will let you know if anything is missing in that time so you can correct it from then on.) **After the 10 days, you will be penalized.**

**1<sup>st</sup> offense** = \$25 deducted from your next paycheck.

**2<sup>nd</sup> offense** = \$50 deducted from your next paycheck.

**3<sup>rd</sup> offense** = \$100 deducted from your next paycheck and Mandatory Exakttime Training meeting.

**4<sup>th</sup> offense and ongoing** = \$100 deducted from your next paycheck and possible termination.

**Note:** At any time, possible termination could be the result of fraudulent or misuse of time tracking, not just at the 4<sup>th</sup> offense.

Please help us help you to get on the right track. We know that change can sometimes be overwhelming, and we are here 100% for your support.

Thank you for your time and understanding,

Stumbaugh Management

**Exakttime Point of Contact: Hailee Erikson – 818-303-1106 – [hailee@stumbaugh.com](mailto:hailee@stumbaugh.com)**

**Two copies are included. Sign and return one copy to Mike Babbidge or Hailee Erikson. Keep one copy for your records.**

<b>Name</b>	<b>Signature</b>	<b>Date</b>
 <b>Mike Babbidge</b> <b>Installation Manager</b>		<b>1/23/19</b>