

# IN-HOME TECHNICIAN

---

Pay for Work Policy Acknowledgement  
And Timekeeping Process

## Course Topics:

---

- Non-Exempt Associates Pay for Work/Meal and Rest Period Acknowledgment
- Pay for Work/Meal and Rest Period Dos and Don'ts
- Timekeeping Process: Reporting work hours and requesting paid time off (PTO)
  - Timekeeping Basics via SST
  - Using an Associate Timesheet
  - Using RedPrairie

# Non-Exempt Associates Pay for Work/Meal and Rest Period Acknowledgment

---

The Company takes its commitment to paying you accurately and timely very seriously. You must follow the Company's pay for work/meal and rest period policies.

If you ever believe that you are being required to violate these policies, please immediately notify your manager, the Associates Services Organization (ASO) at 1-888-88sears (1-888-887-3277) or the Ethics Hotline at 1-800-827-7478 or 1-800-257-9060. Your concerns will be reviewed thoroughly and any problems promptly resolved. Moreover, if you discover any discrepancies in your pay or have questions about your pay, please contact your HR representative or 1-888-88sears (1-888- 887-3277).

Upon completion of this course, you will acknowledge your understanding and commitment to adhere to this policy.

**I understand that inaccurately or falsely recording my time or failing to take meal and rest periods in accordance with Company policy and applicable law may result in disciplinary action, up to and including immediate termination.**

## Non-Exempt Associates Pay for Work/Meal and Rest Period Acknowledgment (cont.)

---

### Pay for Work/Meal and Rest Period Dos and Don'ts (including, but not limited, to the following):

#### **Do:**

1. Accurately record my work time, and reflect all time worked regardless of where that work is performed.
2. Record when my meal period starts and ends.
3. Take my full meal period(s) and rest period(s), when eligible and as required by Company policy and applicable law. If I am required to involuntarily give up or shorten my meal or rest period or to otherwise take a meal or rest period in violation of Company policy or applicable law, I understand that I can report and address the issue with my HR representative and/or by calling the ASO or Ethics Hotline as set forth above.

## Non-Exempt Associates Pay for Work/Meal and Rest Period Acknowledgment (cont.)

---

### Don't:

1. Work off-the-clock. This means I must not start working before recording my start time or continue working after recording my end time. This also means that I must complete a punch/time correction form and provide it to my manager or HR representative whenever I do not record my time in a manner that accurately reflects all of the hours I have worked.
2. Work overtime unless it is authorized. If, however, I do work overtime, I must record it accurately so that I can be paid appropriately for it.
3. Record time for other associates or ask another associate to record time for me.
4. Record my start time and then not report to work, or stop working and delay recording my end time. For example, I may not record a start time and then conduct personal business either on or off the premises, or stop working before I record my end time in order to increase my pay or to achieve the hours associated with my expected workweek.
5. Engage in conduct that misrepresents the time that I or other associates have actually worked or other dishonest conduct relating to recording and tracking my time.

## Timekeeping Process – Reporting Work Hours and Requesting Paid Time Off (PTO)

---

All time spent performing all work related activities must be recorded in order to adhere to pay for work policies. Time corrections and requests to paid for time off must be sent to Centralized HR Operations Cleveland for processing.

- The Sears Smart Toolbox SST timeclock is the primary timekeeping method for In-Home technicians: reporting work hours, sending time corrections, and requesting paid time off
- A paper timesheet will be used for timekeeping whenever an SST is not available
- RedPrairie Web Clock may be used when available to record hours worked in an office or store

## Timekeeping Process – Punch Type Definitions

Punch Type	Definition
<b>SD</b> (Start Day)	The time the you leave home (Home Dispatch), or the same as SP time for non-Home Dispatch.
<b>SP</b> (Start Pay)	<p>The time the your paid time begins. This is usually the time you arrive at the first service order call or first event of the day.</p> <p>The exception is if the commute from home to first service order call or first event of the day (Home Dispatch start day commute) took more than 35 minutes, then SP time will be 35 minutes after Start Day (SD). See the <b>Commutes Over 35 Minutes</b> section for more information.</p>
<b>LS</b> (Lunch Start)	The time lunch begins.
<b>LE</b> (Lunch End)	The time lunch ends. If lunch was not taken, indicate "No Lunch." If 2 <sup>nd</sup> lunch is taken, use LS2 and LE2.
<b>EP</b> (End Pay)	<p>The time your paid time ends. This is usually the time you end the last service order call or last event of the day.</p> <p>The exception is if the commute from the last service order call/event of the day to home (Home Dispatch end day commute) took more than 35 minutes, then EP time will be 35 minutes before End Day (ED). See the <b>Commutes Over 35 Minutes</b> section for more information.</p>
<b>ED</b> (End Day)	The time you arrive home (Home Dispatch), or the same as EP time for Non-Home Dispatch.

# Timekeeping Basics via SST Timeclock – Start Day

## How do I start my day?

To start your day, complete the following:

1. Sign on to your SST.

**Result:** The *SST Welcome* screen is displayed.

2. Click **Start Day**.

**Result:** The Start Day Confirmation dialog window is displayed.

3. Click **YES**.

**Result:** Start pay is calculated using the Start Day time, normal commute time, and arrival time at your first service order or event.





# Timekeeping Basics via SST Timeclock – Start Route

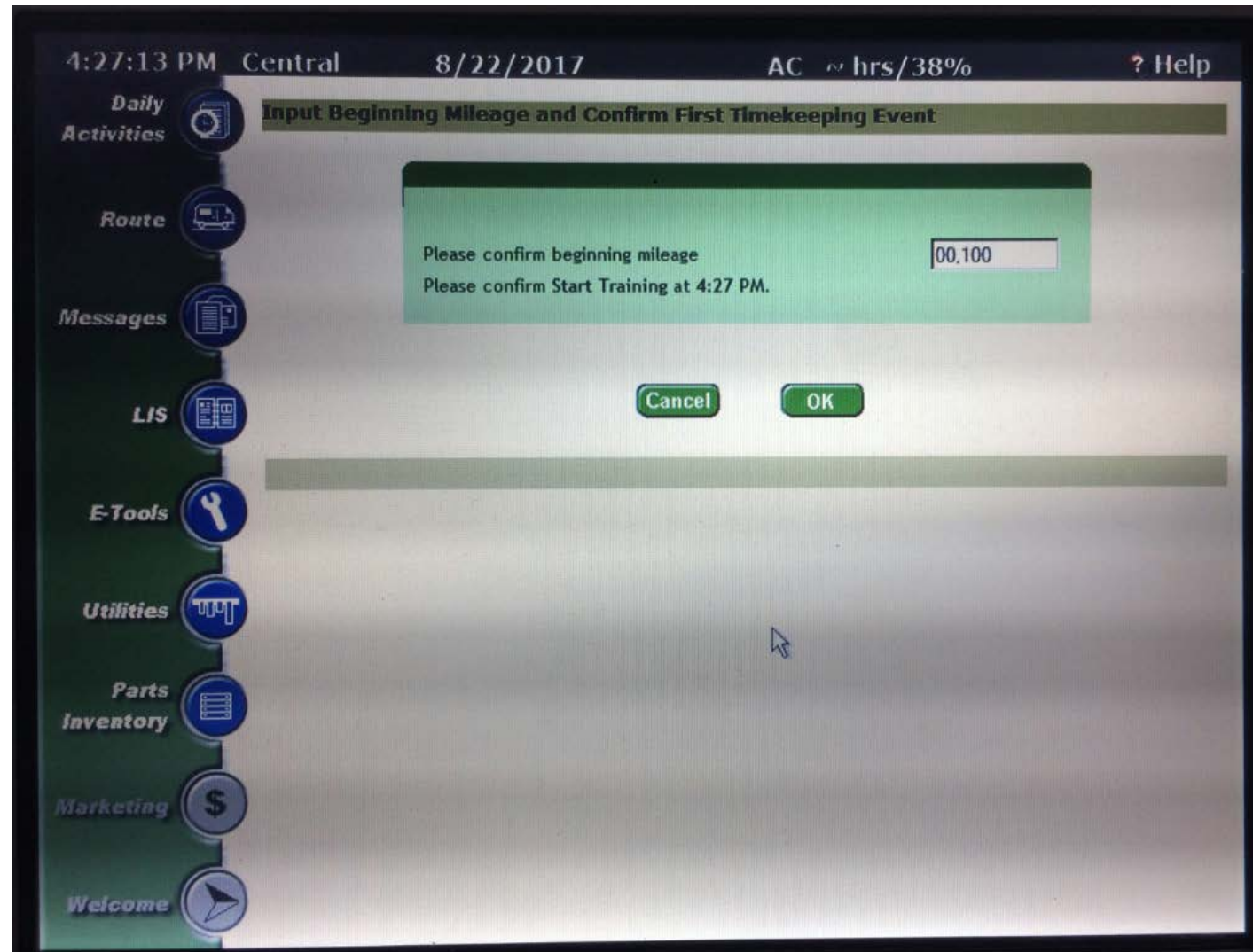
## How do I start my route?

After selecting ACTION on your first service order or starting your first work event of the day, the system automatically prompts you to verify your beginning mileage.

1. Select ACTION or punch into your first work event, such as a meeting or training.

**Result:** A *Verify Beginning Mileage* dialog box is displayed.

2. Enter your beginning mileage and click **OK**.



# Timekeeping Basics via SST Timeclock – Lunch

---

## **Punching In and Out for lunch on the SST (Meal Periods)**

Company policy mandates that all associates working more than 5 ½ hours in any day are required to take a lunch period. Associates are entitled to a 30-minute to a maximum of 1 hour and 15-minute lunch period as established by each District. You should take your lunch period according to this policy.

Associates must take and may not waive their lunch period.

The lunch period must begin no later than 5 hours after the start of the associate's shift (Example: if a technician starts work at 8:00 A.M., the lunch break must start before 1:00 P.M.).

At the beginning of the lunch period, you should start lunch from the Timekeeping Services menu on the SST.

When the lunch period is over, you should end lunch from the Timekeeping Services menu on the SST.

You must always punch in and out for lunch so that:

- The Routing Office is aware of your status on the route
- Accurate productivity reports are reflected
- It enhances our ability to track lunch periods and helps fulfill our goal of ensuring accuracy

# Timekeeping Basics via SST Timeclock – Lunch (continued)

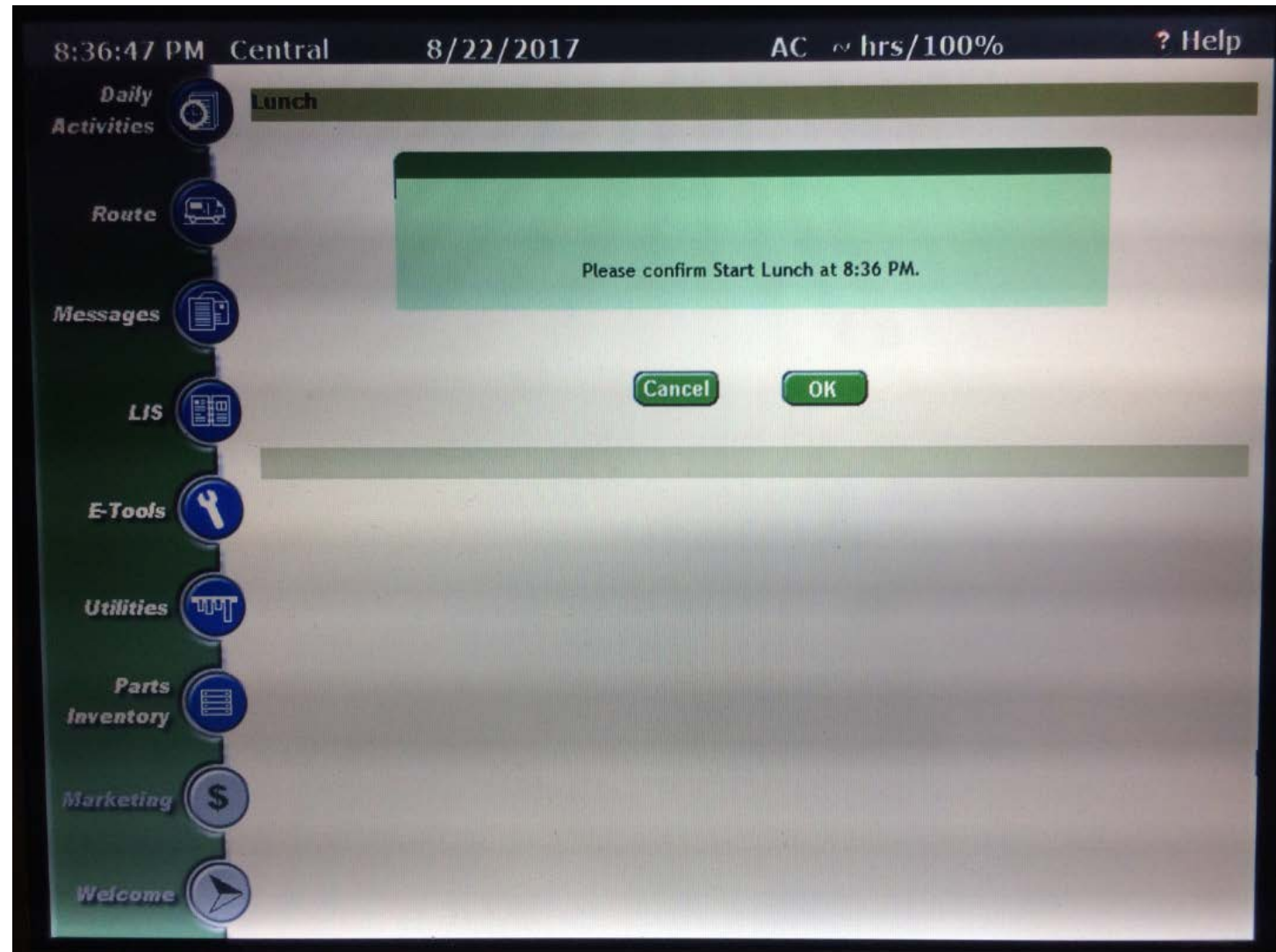
## How do I start lunch?

You can start your lunch from the View Route screen. To start lunch, complete the steps listed below.

1. Click **Begin Lunch** at the bottom of the View Route screen.

**Result:** The *Lunch* dialog window is displayed.

2. Click **OK**.



# Timekeeping Basics via SST Timeclock – End Route and End Day

---

**After leaving your last service call or route event, complete the steps listed below.**

1. When the system prompts you to print Daily Reports, click OK.
2. When the system prompts you to enter your ending mileage, click OK or Cancel.  
*Note: This is a popup window that appears automatically after printing the Daily Reports.*
3. If you are ready to begin your commute to your starting location, enter your ending truck odometer mileage and click OK. This begins the PM Commute Time calculation.
4. If you have parts that must be mailed back to the district, you must mail them during paid working hours.
5. If you are NOT ready to begin your commute to your starting location, or your end day report did not print, click Cancel and return to the Daily Activities screen.  
*Note: The End Route button is on this screen. Click it when you are ready to begin your commute to your starting location (or home) and then document the ending truck odometer mileage and click OK. This begins PM Commute Time calculation.*
6. After returning to your starting location, record the End Day time:
  - If you are Home Dispatched, your starting location is your home.
  - If you are NOT Home Dispatched, your starting location is the determined vehicle parking location.
7. Set up your SST for nightly automatic upload/download.

# Timekeeping Basics via SST Timeclock – Punch Corrections

---

## Submitting an SST Punch Time Correction

If punch times are not recorded or are recorded incorrectly, you are required to submit a punch time correction to Centralized HR Operations Cleveland through the SST Messaging system. Centralized HR Operations Cleveland will message you via SST requesting a correction for any incomplete/unpaired punches.

- The correction should be sent the **morning of the next work day** or as soon as an error is discovered by selecting "HR" in the SST messaging system.
- You must be assigned to the SST to send a time correction. NO submission sent through a borrowed SST will be accepted
- Situations that require a correction to be sent include SST failure, database clean and missing or incorrect punches
- HR will send a message to your SST if you have incomplete punches (example: missing EP)
  - Please respond in a timely manner to avoid missing hours on your paycheck
  - Corrections not received before the pay period closes will be adjusted in the following pay period
- Time correction message must contain the date to be corrected and all six (6) punches. Punches must be correctly labeled. Example: **5/16/17 SD=7:25AM SP=7:45AM LS=12:00PM LE=12:30PM ED=5:20PM EP=5:00PM**
  - If no lunch was taken, state NO LUNCH
  - Due to space limitations, send one message for each date when correcting times
  - If an error is found in the submission, you will be contacted by Centralized HR Operations Cleveland to resubmit
- If the SST is not available, an Associate Timesheet must be submitted

# Timekeeping Basics via SST Timeclock – Paid Time Off

---

## Miscellaneous Benefit Hours

To request miscellaneous benefits hours (i.e., Bereavement or Jury Duty), please contact the local HR.

## Submitting Vacation and Personal Holiday Hours via SST

For Vacation and Personal Holidays hours to be paid, you must submit a request to Centralized HR Operations Cleveland through the SST Messaging system. Select "HR" in the SST messaging system. For SST Messaging instruction see [Section 9](#) in In-Home Technician Process Manual. If the SST is not available, an Associate Timesheet must be submitted.

- Vacation and Personal Holiday requests should be sent **before taken** if possible
- Paid time off to fill in for unexpected time missed should be sent as soon as you return to work
- You must be assigned to the SST to send a time correction - NO submission sent through a borrowed SST will be accepted
- The date, type of benefit hours and number of hours requested must be submitted in a single SST message.  
Examples: **7/20/17- 8 HRS PH** or **40 HRS VAC BEGIN 7/23/17 ENDING 7/29/17**
- If an error is found in the submission, hours will be unable to be entered; you will be contacted by Centralized HR Operations Cleveland and asked to correct and resubmit
- Time off submitted to Routing or your manager does not substitute for a submission to Centralized HR Operations Cleveland



# Using an Associate Timesheet – Reporting Hours

If punch times are not recorded or are recorded incorrectly and an SST is NOT available to submit times, you are required to complete and submit an Associate Timesheet. Paid time off requests may be submitted using an Associate Timesheet when there is not access to an SST.

Reasons SST is NOT available include: a new technician without an SST, working on paper, technicians on loan to another district temporarily without an SST, technicians on modified duty or early return to work (ERTW) status.

To receive a copy of the Associate Timesheet, please contact your manager, local HR, or Centralized HR Operations Cleveland at 1-877-601-2190 (Option 4).

Associate Timesheet										HR Operations, Payroll		
Print Clearly. Falsification of hours through the Associate Timesheet may result in termination.												
<ul style="list-style-type: none"> <li>By Thursday, complete Sunday -Wednesday section and submit to HR Operations, Payroll</li> <li>By Monday at 9:00 AM (local), submit the final completed form</li> <li>For questions call 1.877.601.2190 (Option 4)</li> </ul>												
STEP 1) COMPLETE PERSONAL INFORMATION												
Unit	Name (print clearly)					11 Digit Employee ID Number			Tech ID (techs only)			
STEP 2) SELECT JOB STATUS												
Select the job status below that applies										WC Claim # (ONLY for associates on Modified Duty)		
New Hire <input type="checkbox"/> Temporary Worker <input type="checkbox"/> Tech On Paper <input type="checkbox"/> Modified Duty <input type="checkbox"/>												
STEP 3) ADD THE TIMES THAT NEED ADJUSTED OR HOURS FOR TIME OFF												
Date		Punch Corrections								Time Off		
Day	Dates to be adjusted	Start Day techs only (SD)	Start Pay (SP)	Lunch (LS)	Lunch End (LE)	2nd Lunch Start (LS2)	2nd Lunch End (LE2)	End Pay (EP)	End Day techs only (ED)	Vacation or Personal Holiday	Number of Hours	Sick (If allowed by state law)
Sun	/											
Mon	/											
Tue	/											
Wed	/											
Thu	/											
Fri	/											
Sat	/											
STEP 4) ASSOCIATE MUST SIGN & DATE TO VERIFY THE INFORMATION BEING SUBMITTED IS CORRECT.												
Associate Signature										Date (DD/MM/YY)		
STEP 5) SUPERVISOR MUST REVIEW & APPROVE. This form may be submitted via email from the Supervisor with "Approved" in the body instead of a signature.												
Supervisor Name					Supervisor Signature					Date (DD/MM/YYYY)		
STEP 6) SUBMIT TO PAYROLL BY THU & MON BY 9:00AM												
FAX					EMAIL					IHTIME @SEARSHC.COM		
STEP 7) WORKERS COMP CLAIMS ONLY. FAX TO SEDGWICK MONDAY BEFORE 9:00 AM										Sedgwick Fax		

# Using an Associate Timesheet – When and How to Submit

---

## **Timesheets are to be submitted twice per week:**

- Sunday – Wednesday times must be submitted by Thursday at 9:00 AM local time
- Thursday – Saturday Times must be submitted by Monday at 9:00 AM local time
- Time corrections should be sent as soon as the error is noted
- Time corrections submitted late may cause a delay in receiving your pay

## **How to submit a paper timesheet:**

- Option 1: Email/text your completed timesheet to the dedicated email for your district
  - Take a photo of the completed timesheet with your iPhone
  - Text the timesheet photo to the Centralized HR Operations Cleveland email assigned to your district
- Option 2: Fax your completed timesheet to the dedicated fax number for your district

Note: The fax number and email address should be at the bottom of your timesheet – if the form is blank, please call Centralized HR Operations Cleveland at 1-877-601-2190 option 4 to get the missing information.



# Using an Associate Timesheet – Recording Accurate Times

Technicians are responsible for legibly entering the following information on the timesheet:

- Unit number
- Printed name
- 11 digit Employee ID
- Tech ID
- Accurate times
  - Start Day (SD)
  - Start Pay (SP)
  - Lunch Start (LS)
  - Lunch End (LE)
  - End Pay (EP)
  - End Day (ED)
- Employee signature
- Date

**Associate Timesheet**
**HR Operations, Payroll**

Print Clearly. Falsification of hours through the Associate Timesheet may result in termination.

- By Thursday, complete Sunday -Wednesday section and submit to HR Operations, Payroll
- By Monday at 9:00 AM (local), submit the final completed form
- For questions call 1.877.601.2190 (Option 4)

**STEP 1) COMPLETE PERSONAL INFORMATION**

<small>Unit</small>	<small>Name (print clearly)</small>	<small>11 Digit Employee ID Number</small>	<small>Tech ID (techs only)</small>
1234	John Smith	01234567890	654321

**STEP 2) SELECT JOB STATUS**

Select the job status below that applies W/C Claim # (ONLY for associates on Modified Duty)

New Hire  Temporary Worker  Tech On Paper  Modified Duty

**STEP 3) ADD THE TIMES THAT NEED ADJUSTED OR HOURS FOR TIME OFF**

Date	Dates to be adjusted	Punch Corrections							Time Off			
		<small>Start Day techs only (SD)</small>	<small>Start Pay (SP)</small>	<small>Lunch (LS)</small>	<small>Lunch End (LE)</small>	<small>2nd Lunch Start (LS2)</small>	<small>2nd Lunch End (LE2)</small>	<small>End Pay (EP)</small>	<small>End Day techs only (ED)</small>	<small>Vacation or Personal Holiday</small>	<small>Number of Hours</small>	<small>Sick (if allowed by state law)</small>
Sun	/											
Mon	7/24	7:25	8:00	12:00	12:30			17:00	17:35			
Tue	7/25	7:40	8:05	12:15	12:45			16:55	17:23			
Wed	7/26	7:32	8:01	12:04	12:34			16:57	17:30			
Thu	7/27	7:39	8:02	12:28	12:58			17:05	17:27			
Fri	7/28									VACATION	8	
Sat	/											

**STEP 4) ASSOCIATE MUST SIGN & DATE TO VERIFY THE INFORMATION BEING SUBMITTED IS CORRECT.**

Associate Signature: *John Smith* Date (DD/MM/YY)  
7/31/17

**STEP 5) SUPERVISOR MUST REVIEW & APPROVE.** This form may be submitted via email from the Supervisor with "Approved" in the body instead of a signature.

Supervisor Name: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_ Date (DD/MM/YYYY)

**STEP 6) SUBMIT TO PAYROLL BY THU & MON BY 9:00AM** FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_@SEARSHC.COM

**STEP 7) WORKERS COMP CLAIMS ONLY. FAX TO SEDGWICK MONDAY BEFORE 9:00 AM** Sedgwick Fax: \_\_\_\_\_

46229-HOF, Revision 2, 11/2016

Timesheets should be submitted directly to Centralized HR Operations Cleveland. Your supervisor's signature is not required in order to submit your timesheet. The payroll processor will obtain any needed approvals.

# Recording Accurate Times – Trainees and Non-Home Dispatch Technicians

---

Technicians who are not dispatched from home are paid for all actual time worked, but not for the commute in their personal vehicle. The SST timeclock records Start Day/Start Pay times and End Pay/End Day times. When the SST timeclock is not available, the technician must accurately list the actual SD/SP, LS, LE, and EP/ED times on an Associate Timesheet to be submitted to Centralized HR Operations Cleveland.

- **Start Day (SD) and Start Pay (SP)** – The time you start your commute to the first call
  - SD/SP times should always match for all technicians not dispatched from home
  - Trainees/new hires SD/SP time is when they meet up with their trainer technician
  - If you need to call the Help Desk or SOC, reflect the start of the call as your SP time
- **Lunch Start (LS) and Lunch End (LE)** – The time your unpaid lunch break starts and ends
  - Your lunch break should start within 5 hours of your SP time
  - Your lunch break duration should be a minimum of 30 minutes
  - Do not perform any work related activities while punched out for lunch
  - If no lunch was taken, state NO LUNCH
- **End Pay (EP) and End Day (ED)** – The time you end your last call
  - EP/ED times should always match for all technicians not dispatched from home
  - Trainees/new hires EP/ED time is when they finish with their trainer technician
  - If you need to call the Help Desk or SOC, reflect the end of the call as your EP time

# Recording Accurate Times – Home Dispatch Technicians

---

Home Dispatch Technicians are paid for any commute time in excess of 35 minutes to/from their first and last call. When the morning/afternoon commute exceeds 35 minutes, the SST timeclock automatically converts Start Pay time to 35 minutes after Start Day time and/or End Pay time to 35 minutes before End Day time. When the SST timeclock is not available, the technician must list the SD, SP, LS, LE, EP, and ED times on an Associate Timesheet to be submitted to Centralized HR Operations Cleveland. SP and EP times will need to be adjusted by the technician whenever the commute time exceeds 35 minutes. (For commute times of 35 minutes or less, list the actual SD/SP and EP/ED times.)

- **Start Day (SD)** – The time you start your commute from home to the first call
- **Start Pay (SP)** – Arrival time at the first call (or 35 min after SD time if commute was >35 min)
  - If you are training another associate, your first call is when you pick up the trainee
  - If you need to call the Help Desk or SOC, reflect the start of the call as your SP time
- **Lunch Start (LS) and Lunch End (LE)** – The time your unpaid lunch break starts and ends
  - Your lunch break should start within 5 hours of your SP time
  - Your lunch break duration should be a minimum of 30 minutes
  - Do not perform any work related activities while punched out for lunch
- **End Pay (EP)** – Departure time of the last call (or 35 min before ED time if commute was >35 min)
  - If you are training another associate, your last call is when you drop off the trainee
  - If you need to call the Help Desk or SOC, reflect the end of the call as your EP time
- **End Day (ED)** – The time you arrive home

# Reporting Paid Time Off via an Associate Timesheet

---

Requests for Paid Time Off (PTO) should primarily be sent via SST. When an SST is not available, PTO requests can be sent via paper timesheet.

- Requests to be paid for PTO should be sent prior to taking the time off whenever possible.
  - PTO requests can be sent up to two weeks in advance when prescheduled
  - Scheduling time off with your manager does not substitute for a submission to Centralized HR Operations Cleveland – you must send a request to be paid for the time off
  - Time off submitted to Routing does not substitute a submission to Centralized HR Operations Cleveland – you must send a request to be paid for the time off
  - If you have PTO hours available in your bank, you may request to use PTO hours to fill in for missed hours due to scheduled or unscheduled days off - send to Centralized HR Operations Cleveland ASAP
  - Failure to submit PTO requests before the pay period is closed can cause a delay in receiving your pay
- Submit your completed timesheet to Centralized HR Operations Cleveland
  - Take a photo of the completed timesheet with your iPhone and text to the email assigned to your district
  - Fax the completed timesheet to the fax number assigned to your district
- Note: The fax number and email address should be printed the bottom of your timesheet – if the form is blank, ask your TM or local HR for the correct fax number and/or email address, or call Centralized HR Operations Cleveland at 1-877-601-2190 option 4 to get the missing information

# Associate Timesheet – Modified Duty/Early Return to Work (ERTW) Technicians

---

Technicians on Modified Duty and/or the Early Return to Work program are responsible for legibly entering the following information on an Associate Timesheet to be Submitted to Centralized HR Operations Cleveland:

- Original home unit number, printed name, 11 digit Employee ID, Tech ID
- Check “Modified Duty” as the job status
- Accurate times: Start Pay (SP), Lunch Start (LS), Lunch End (LE), End Pay (EP)
  - If no lunch was taken, state NO LUNCH
  - Do not fill out the Start Day (SD) or End Day (ED) columns if you are not running a route
- Complete “Time Off” section to request PTO (if available)
  - Vacation
  - Personal Holiday (where applicable)
  - Paid Sick Time (where applicable)
- Employee signature and date
- Immediate supervisor’s printed name
- Supervisor’s signature and date (if not available, the payroll processor will obtain the necessary approval)

Timesheets are provided by your HR, TM, or your supervisor at the modified duty work location. In the event that time sheets are not provided, please call Centralized HR Operations Cleveland at 1-877-601-2190, option 4.

## Associate Timesheet - Technicians on Loan to Another District

---

Technicians who are temporarily assigned to a different district may have an interruption in access to an SST. When the SST timeclock is unavailable, technicians are responsible for legibly entering the following information on an Associate Timesheet to be Submitted to Centralized HR Operations Cleveland:

Technician is responsible for legibly entering the following information on the paper timesheet:

- Original home unit number, printed name, 11 digit Employee ID, Tech ID
- Accurate times: Start Day (SD), Start Pay (SP), Lunch Start (LS), Lunch End (LE), End Pay (EP), End Day (ED)
- Complete “Time Off” section to request PTO (if available)
  - Vacation
  - Personal Holiday (where applicable)
  - Paid Sick Time (where applicable)
- Employee signature and date
- Immediate supervisor’s printed name
- Supervisor’s signature and date (if not available, the payroll processor will obtain the necessary approval)

Timesheets are provided by your HR, TM, or your supervisor at the modified duty work location. In the event that time sheets are not provided, please call Centralized HR Operations Cleveland at 1-877-601-2190, option 4.

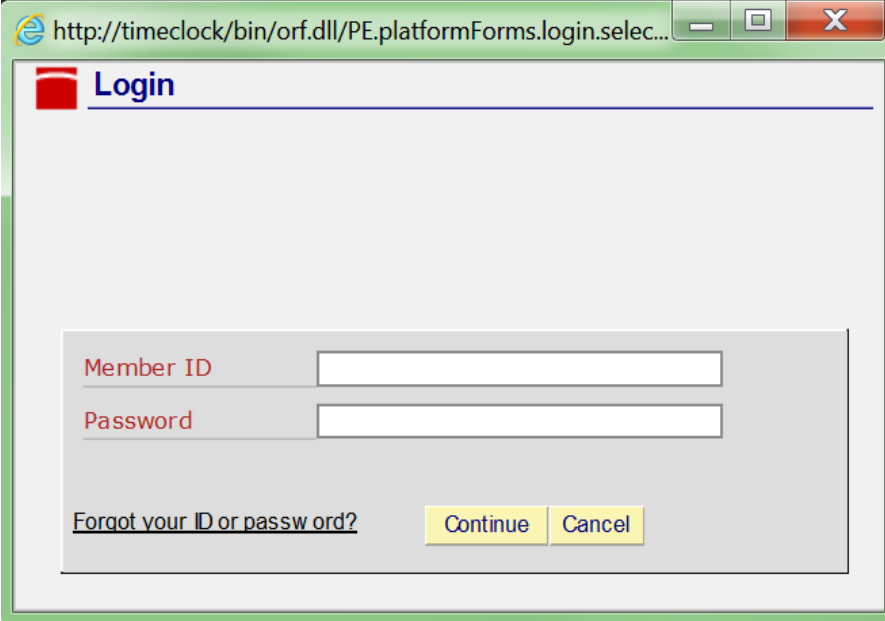
# RedPrairie Web Clock

## Work hours may be recorded using the RedPrairie Web Clock when available.

- Used when technician has access to a computer in a office or store, otherwise, use paper timesheet.
- Web Clock sign-in is required in order to access Segno compliance and training courses.
  - Segno can be accessed within approximately 15 minutes after recording Punch In time and/or End Meal time in RedPrairie.
  - If your Punch In time and/or Punch Out time recorded in RedPrairie is not your actual start or end time, then you will need to submit a time correction via SST or paper timesheet.

## Logging into RedPrairie from Sears intranet

1. Open Internet Explorer
2. Type “Timeclock” into web browser search bar
3. Click “Login” button
4. Enter RACF ID (example: jsmit9) in Member ID field
5. Enter password and click “Continue” button
6. Double-click Launch Web Clock icon



http://timeclock/bin/orf.dll/PE.platformForms.login.selec...

**Login**

Member ID

Password

[Forgot your ID or password?](#)





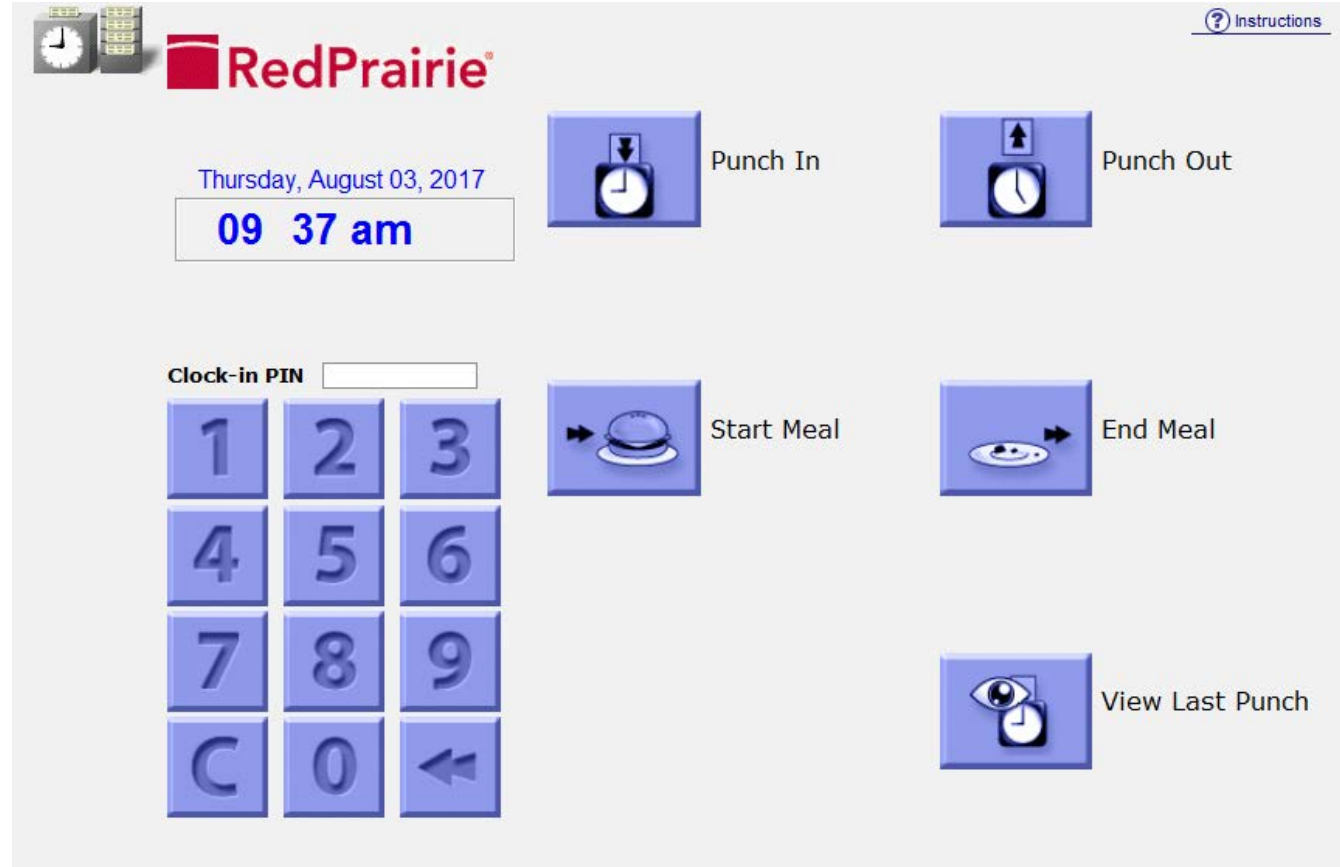
# Recording Work Hours via RedPrairie

## Recording Time Punches in RedPrairie

1. In the “Clock-in PIN” field, enter 11-digit Employee ID# using the computer’s keyboard or by left-clicking the blue numbers in the Web Clock with the mouse
2. Click the button corresponding to the type of punch needed: Punch In, Punch Out, Start Meal, End Meal
3. Click “Employee Override” and “Override Punch” after Punch In; click “Override Punch” after Punch Out (override button appear in the upper right corner of the screen)

Employee Override

Override Punch





## Course Summary – Pay for Work Policy Acknowledgement and Timekeeping Process

---

All time spent performing all work related activities must be recorded in order to adhere to pay for work policies. Requests for Paid Time Off (PTO) need to be sent to Centralized HR Operations Cleveland to be processed.

- The Sears Smart Toolbox SST timeclock is the primary timekeeping tool
- An Associate Timesheet will be used for timekeeping whenever an SST is not available
- RedPrairie Web Clock may be used when available to record hours worked in an office or store

Completion of this course acknowledges your understanding and commitment to adhere to this policy.

**I understand that inaccurately or falsely recording my time or failing to take meal and rest periods in accordance with Company policy and applicable law may result in disciplinary action, up to and including immediate termination.**