

- ◆ The “Timecard” module in Celayix gives the employee the ability to verify their Check-in and Check-out times for each shift they worked. This function will also facilitate a more real time hours worked verification to reduce errors in payroll. Procedurally, we ask that all employees verify the previous week’s (previous Sunday thru Saturday) hours prior to 10:00 am Monday morning. Shifts that are not verified will be processed as they are reported.
- ◆ From the “DASHBOARD” in your Team Xpress app or through your web browser (login.celayix.com) you will navigate to the “MY TIMECARD” tab at the bottom of your screen. (See figure 1)
- ◆ Here you will see your “TOTAL” hours work for the week that is displayed at the top of the screen and broken down by regular and Overtime. (See figure 2)
- ◆ By selecting the “TIMECARDS” tab from the toolbar under the work week you will be able to see the individual days of the displayed work week with the shifts that you have been Checked-in and Checked-out of with the in and out times that were reported as well as a “CORRECT” and “INCORRECT” option below. (See figure 3) Here is where you verify that your in and out times are correct for each shift by clicking the bubble next to “CORRECT”. If you feel the times are not correct click the bubble next to “INCORRECT”. (NOTE: once you have selected an option, you can not change it.)
- ◆ If a shift has the “INCORRECT” times, after you mark it accordingly you MUST send an email to Payroll@team-security.com explaining what needs to be corrected. If the correction involves an early start, early release, or late check out, you must include the reason in your email so it can be verified with the 619 manager.

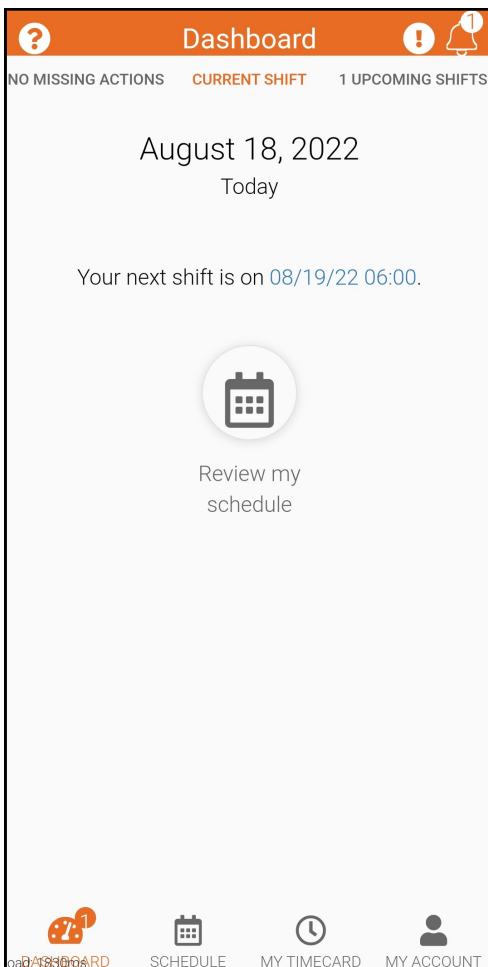


Figure 1

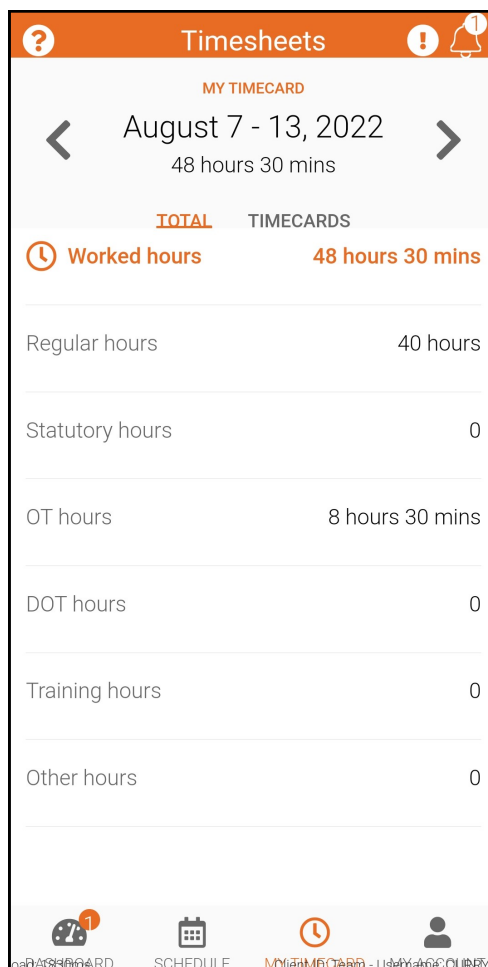


Figure 2

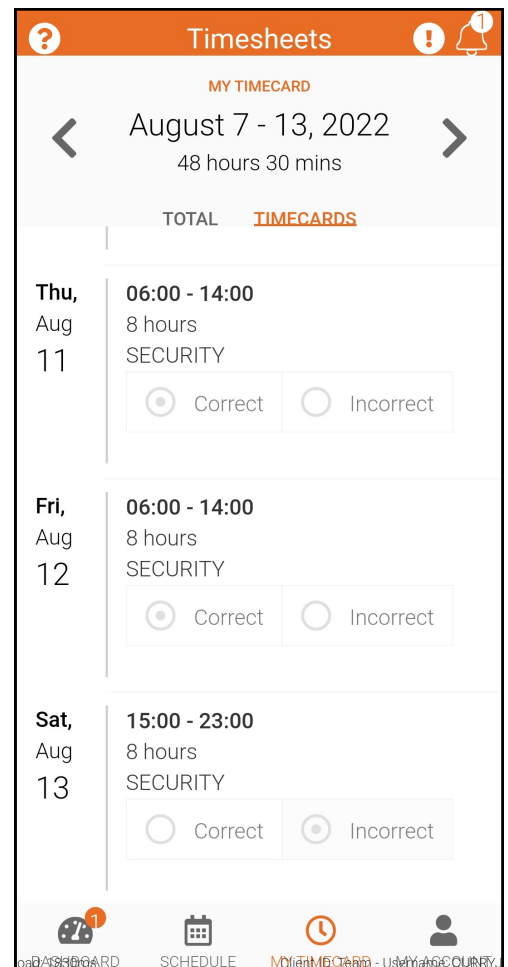


Figure 3

- ◆ When the office makes the requested time corrections, the “CORRECT” and “INCORRECT” option bubbles will reset so you can verify the correction. (See figure 4) If is correct, follow the same process as before and mark the shift “CORRECT”.
- ◆ This process can be done on a daily basis or at the end of the week. However, I still recommend doing a final verification on Sunday or Monday morning prior to 10:00am in the event that there may have been time corrections done by 619.
- ◆ On Monday, the system will be reviewed for “INCORRECT” conditions and corrected. Once they have all been rectified, the times will be locked in the system for payroll processing.

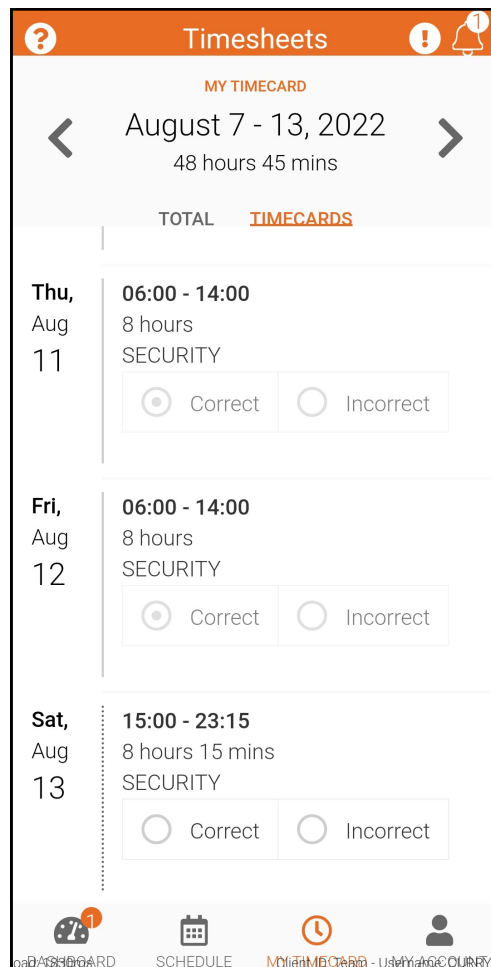


Figure 4