

Employment Services Updates

CHANGES ARE COMING TO TIMEKEEPING!

What's changing?

Effective with the payroll of 9/19/2021-10/2/2021, attestation questions will be incorporated into our bi-weekly timecard approval. The purpose of this new feature is to ensure that you are being provided your meal and rest periods as required by law. Each hourly employee will need to attest to taking meal and break periods.

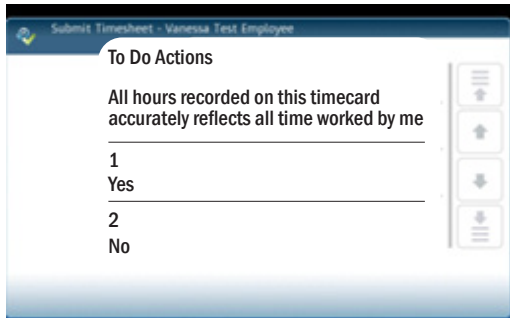
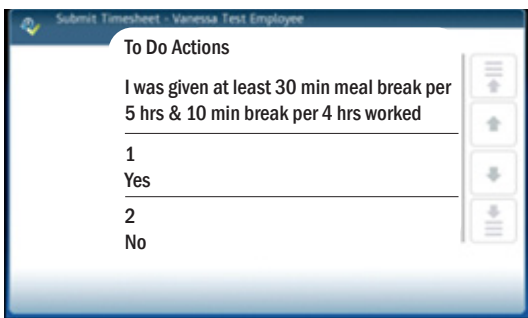
What do I need to do?

- Employees will continue to submit their timesheets at the end of each period.
- At the end of the payroll period, during the point of submission, you will be presented with the following two statements:
 1. All hours recorded on this timecard accurately reflects all time worked by me
 2. I was given at least 30 min meal break per 5 hrs & 10 min break per 4 hrs worked

Note: these statements will be shown at submission via the clocks and website.

- Please respond to each of the two statements accurately by pressing the Yes or No via the timeclock or clicking Yes or No via the website.

See below for what the screens will look like:

Statement 1	Statement 2
	

- If you reply 'No' to either statement you manager will be alerted so they can work with you on correcting the timesheet and ensure accurate pay.

What else do employees need to know?

- If you do not reply to one of both of the statements at the time when you submit your timesheet, you will have a To Do task created for you in the Ready timekeeping system.
- Employees can access this To Do task by logging into the Ready website and clicking on the blue bell icon at the top/right of the screen.
- There will also be an 'Incomplete Attestation' button added to the time clocks so the To Do tasks can be completed without needing to log into the website.

Managers will receive an email each time one of their employees replies 'No' to an attestation statement.

- The Manager will communicate with the employee to document/correct any issues.
- It will be important for there to be a quick turnaround time on this.
- The manager should be able to correct the employee timesheet prior to payroll being processed.

