



SOP 02-94CW August 4, 2020  
Revised September 20, 2021

## Employee Clock-In & Clock-Out Procedures

Clocking employees IN and Out during the workday is important to both the employees and the company. Clocking in and out properly ensures that employees are paid for each hour worked. It also aids management in correctly and easily figuring out the number of hours worked each week and/or pay period.

Employees shall clock themselves IN and OUT and under no circumstances will an employee clock another employee IN or OUT.

Any problems encountered during the clock IN/ OUT procedure will be brought to the immediate attention of one of the managers. Note: Employees are paid for the **actual** work time, not the hours listed on the schedule.

### Manger Duties and Functions:

- The manager (or designee) to open the facility will arrive promptly 30 minutes prior to the posted store opening time and will check to see if the time clock and computer systems are operating normally.
- The manager or supervisor will make any date and time corrections brought to their attention by an employee.

### Employee Duties and Functions:

- Each employee will clock IN when they come to work, completely dressed in their designated uniforms and ready for work.
- Employees shall not punch IN earlier than **15 minutes prior to their scheduled work time.**
- Employees must clock IN in-order to be recognized by the Washify computer system.

1034A Kilani Ave. # 102 Wahiawa, HI 96786 - Office: (808) 621-0899 – Fax: (808) 622-4448

[www.carwash808.express](http://www.carwash808.express)



- Employees will Clock OUT when departing on their 30 minute lunch break and will Clock IN when returning from lunch.
- At the end of the work day, each employee will Clock OUT when their work is completed.
- The manager or supervisor will ensure that all personnel not actually needed to assist in the closing of the facility are Clocked OUT. With rare exception, all employees except for the individual designated to close the facility and daily receipts will be clocked out NO LATER THAN 15 Minutes after the posted closing time. The individual designated to close the facility will be granted an additional 30 minutes after the posted closing time to allow for closing procedures and setting the alarm.
- If an employee notices a time or date discrepancy when clocking IN or OUT notify the manager immediately who will take action to correct the problem and ensure the employee's hours are properly accounted for.

### **Non-Work Time Recording:**

When an employee is assigned to a non-work function, i.e., approved classes, company meetings etc. the employee shall notify their manager who will verify the number of hours spent at the activity and will ensure the information is forward to the payroll department with the daily paperwork.

During planned monthly company meetings or any other scheduled event called by management, employees will sign in on a roll call sheet and have hours computed accordingly.

*Ricky e Price*  
Ricky E. Price  
Owner/Chairman

1034A Kilani Ave. # 102 Wahiawa, HI 96786 - Office: (808) 621-0899 – Fax: (808) 622-4448

**[www.carwash808.express](http://www.carwash808.express)**

