

## Overview:

This Quick Reference Guide (QRG) reviews the steps, using the Wall Clock, on how a non-exempt associates and contractors in California, Oregon, and Hawaii, can attest to their daily timecard information.

As part of the attestation process, the associate will be prompted to 'Agree' or 'Disagree' with a set of questions based on the laws/policies of the state they work in. If an associate disagrees with a question, the associate's manager is notified.

This QRG will review the attestation steps for: \*

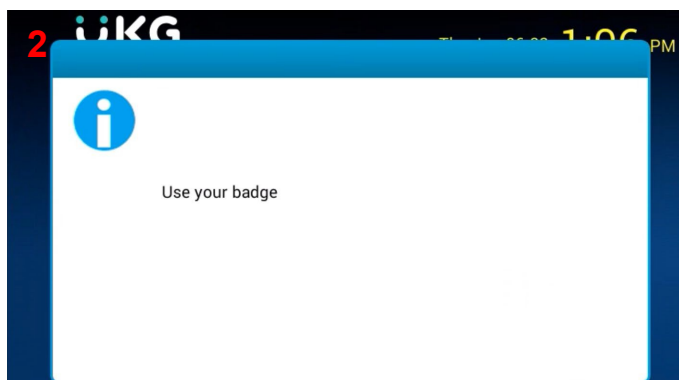
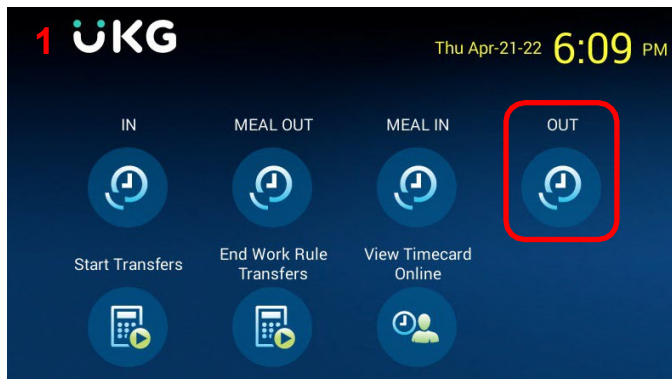
- End of Shift
- Meal Breaks
- Rest Period
- AWS Schedule
- Daily Timecard

\* Steps dependent upon state requirements

## Associate Clocks Out for the Day

1. Click the 'OUT' button at the end of your Shift
2. Tap your badge to the proximity reader

The 'Attestation Questions' prompt is displayed

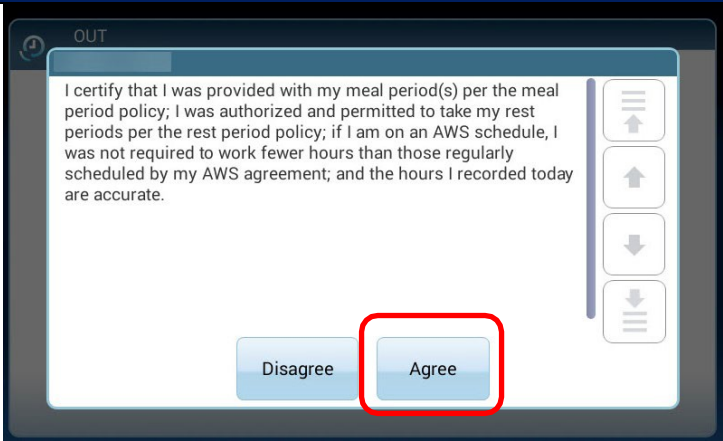
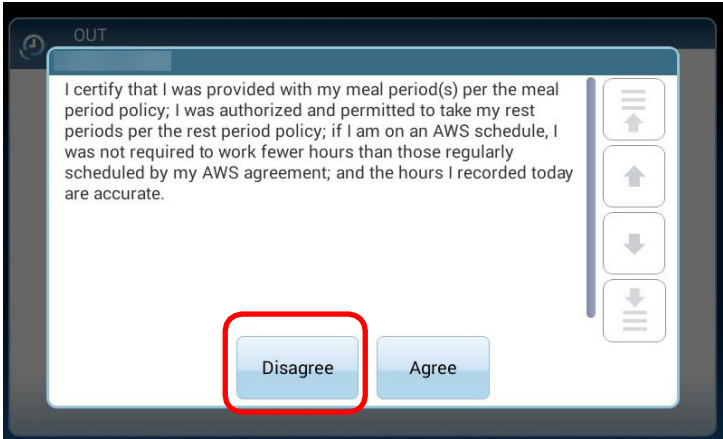


## California Non-Exempt Associates

### 1. End of Shift

The following message will be displayed on the screen:

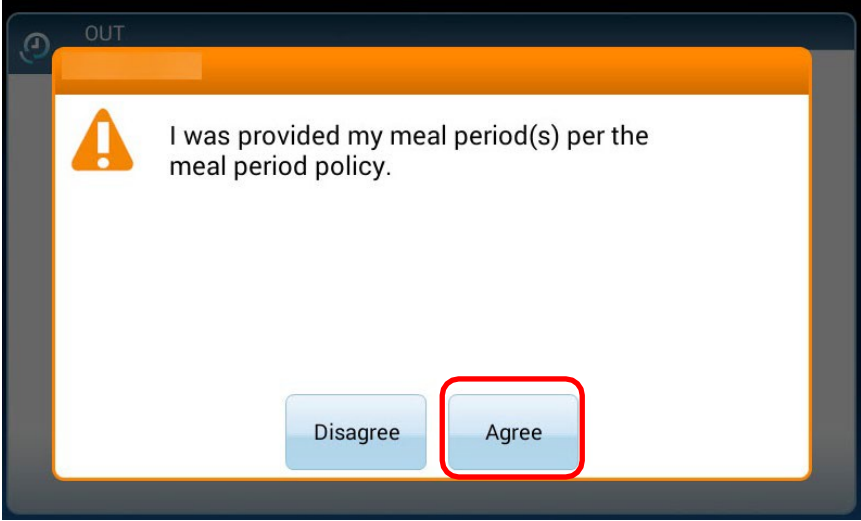
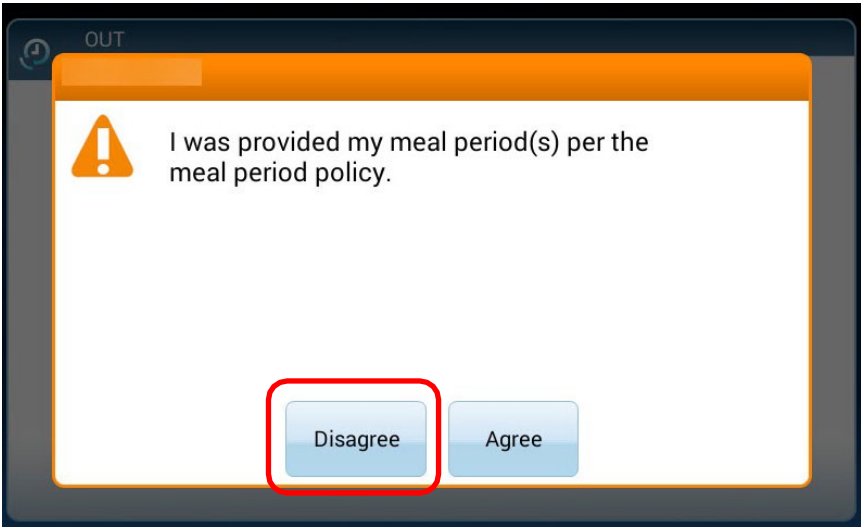
- “I certify that I was provided with my meal period(s) per the meal period policy; I was authorized and permitted to take my rest periods per the rest period policy; if I am on an AWS schedule, I was not required to work fewer hours than those regularly scheduled by my AWS agreement; and the hours I recorded today are accurate.”

Step	Description
<p>1</p> <p>If you agree with the End of Shift statement, click the 'Agree' button to complete the attestation process</p>	
<p>2</p> <p>If you disagree with the End of Shift statement, click the 'Disagree' button</p> <p>The questions in the next step will be displayed</p>	

## 2. Meal Breaks

The following message will be displayed on the screen:

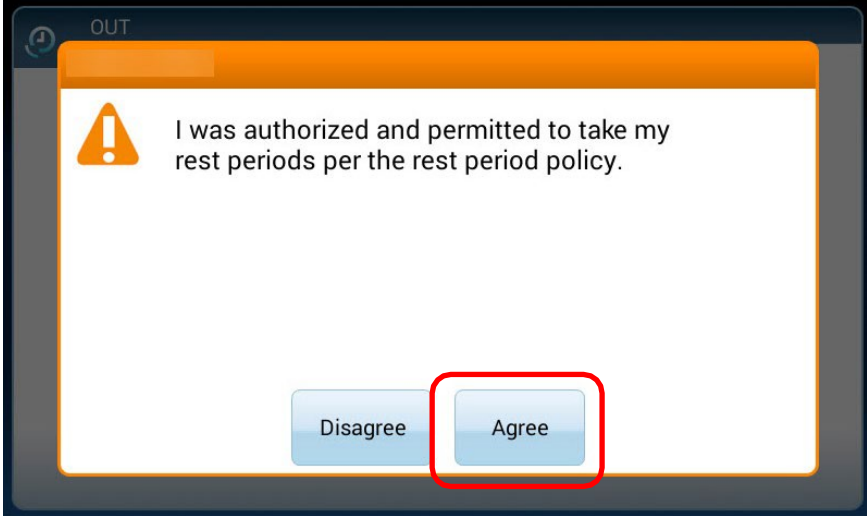
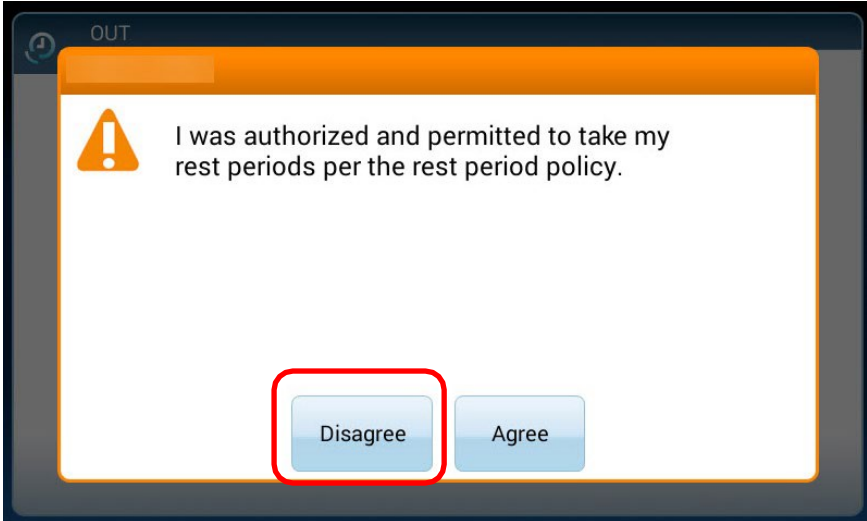
- “I was provided my meal period(s) per the meal period policy.”

Step	Description
<p style="text-align: center;">1</p> <p>If you agree with the Meal Break statement, click the ‘Agree’ button to complete the attestation process</p> <p>The questions in the next step will be displayed</p>	
<p style="text-align: center;">2</p> <p>If you disagree with the Meal Break statement, click the ‘Disagree’ button</p> <p>The questions in the next step will be displayed</p>	

### 3. Rest Period

The following message will be displayed on the screen:

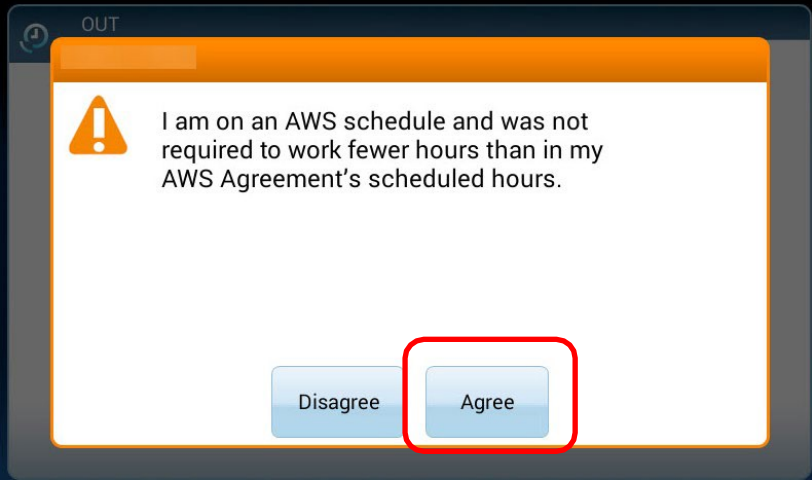
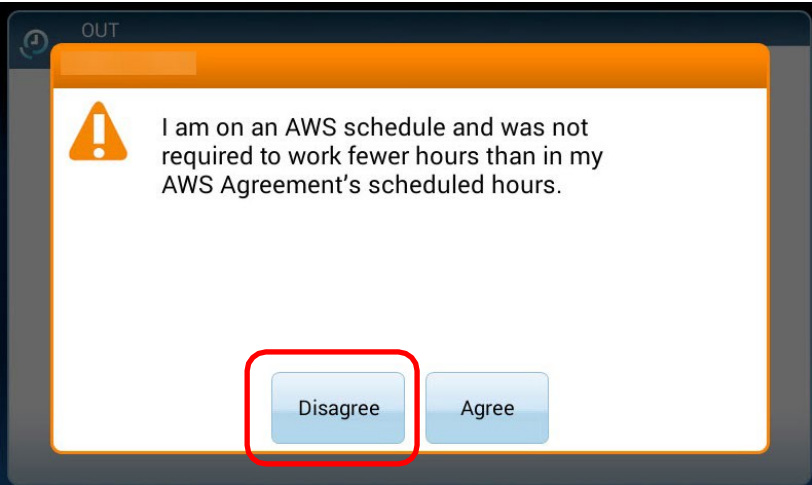
- “I was authorized and permitted to take rest periods per the rest period policy.”

Step	Description
<p>1</p> <p>If you agree with the Rest Period(s) statement, click the 'Agree' button</p> <p>The questions in the next step will be displayed</p>	
<p>2</p> <p>If you disagree with the Rest Period(s) statement, click the 'Disagree' button</p> <p>The questions in the next step will be displayed</p>	

#### 4. AWS Schedule

The following message will be displayed on the screen:

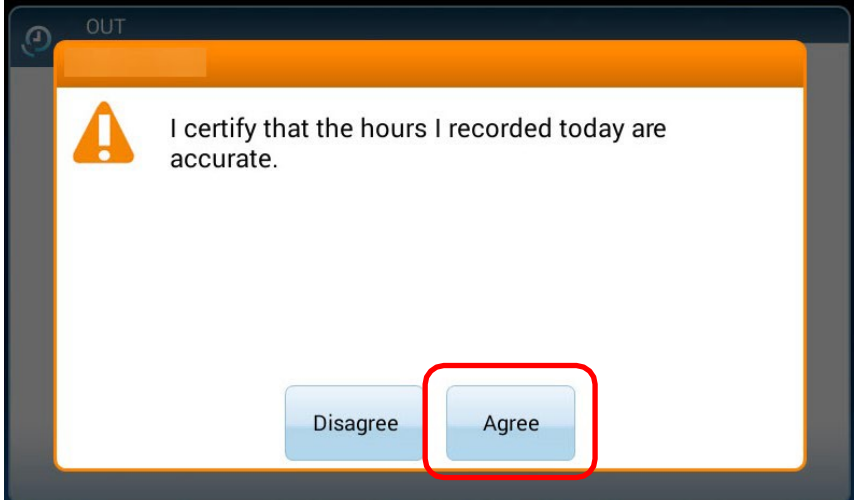
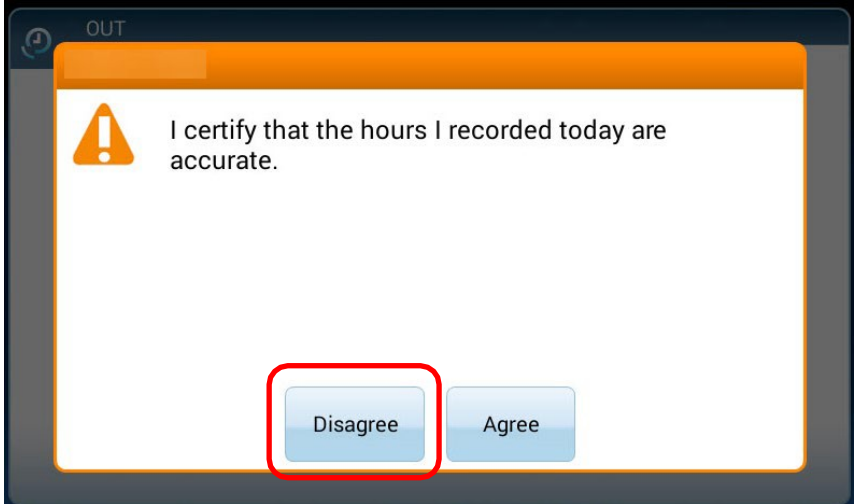
- “I am on an AWS schedule and was not required to work fewer hours than in my AWS agreement’s scheduled hours.”

Step	Description
<p>1</p> <p>If you agree with the AWS Schedule statement, click the ‘Agree’ button</p> <p>The questions in the next step will be displayed</p>	
<p>2</p> <p>If you disagree with the AWS Schedule statement, click the ‘Disagree’ button</p> <p>The questions in the next steps will be displayed</p>	

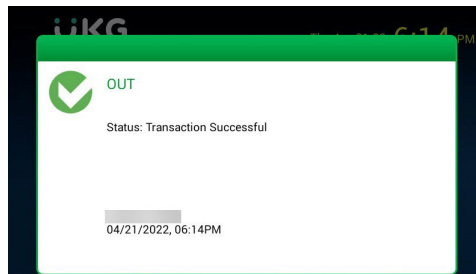
### 5. Daily Timecard

The following message will be displayed on the screen:

- “I certify that the hours I recorded today are accurate.”

Step	Description
<p>1</p> <p>If you agree with the Final Attestation statement, click the ‘Agree’ button to complete the attestation process</p>	
<p>2</p> <p>If you disagree with the Final Attestation statement, click the ‘Disagree’ button to complete the attestation process</p>	

The following message will display on the screen confirming attestation process is complete.



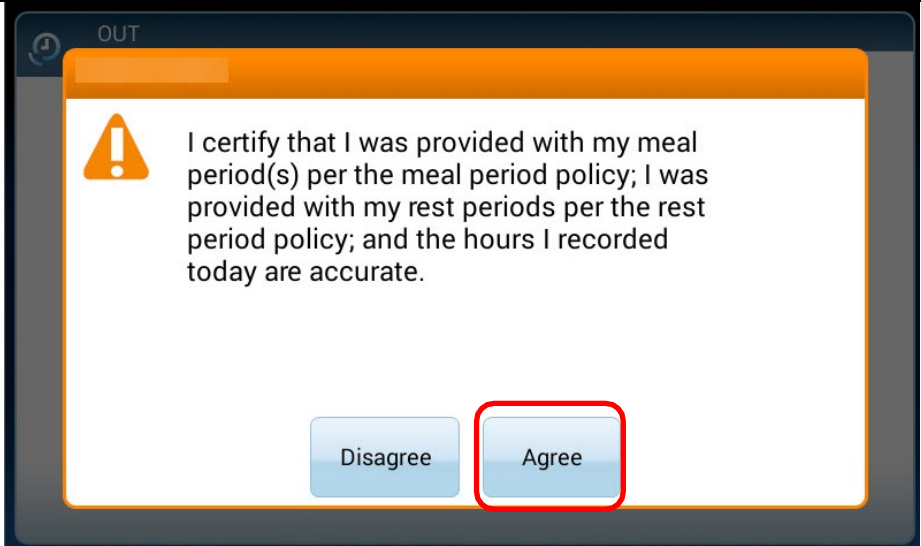
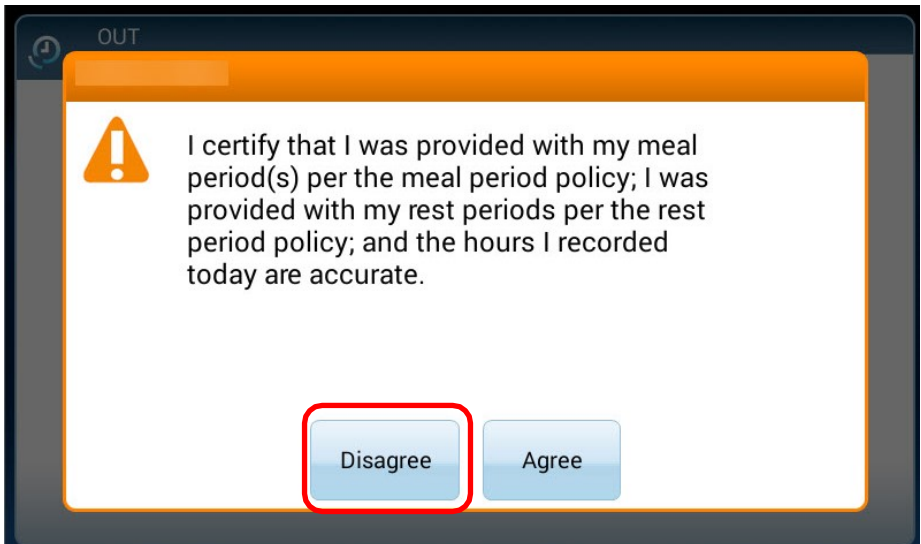
**\*\* End of Process Steps for California Non-Exempt Associates \*\***

## Oregon Non-Exempt Associates

### 1. End of Shift

The following message will be displayed on the screen:

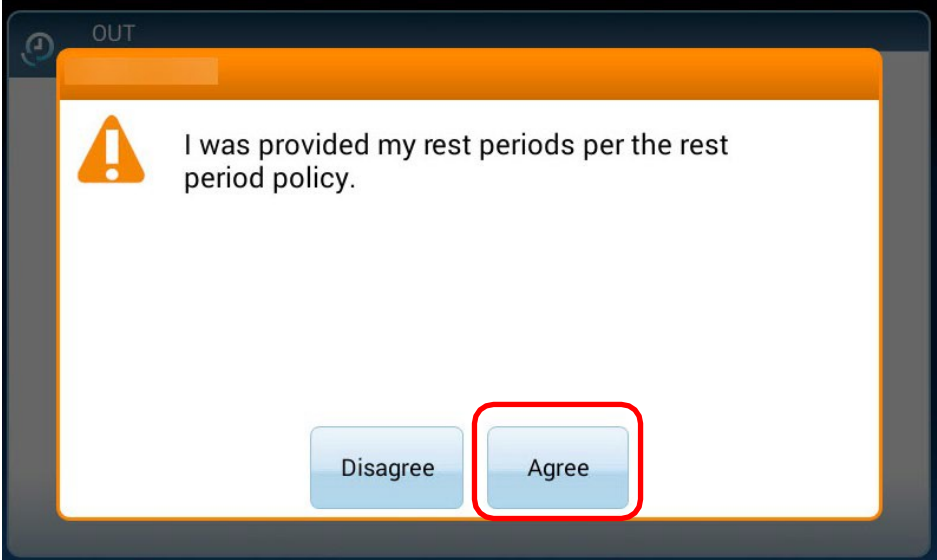
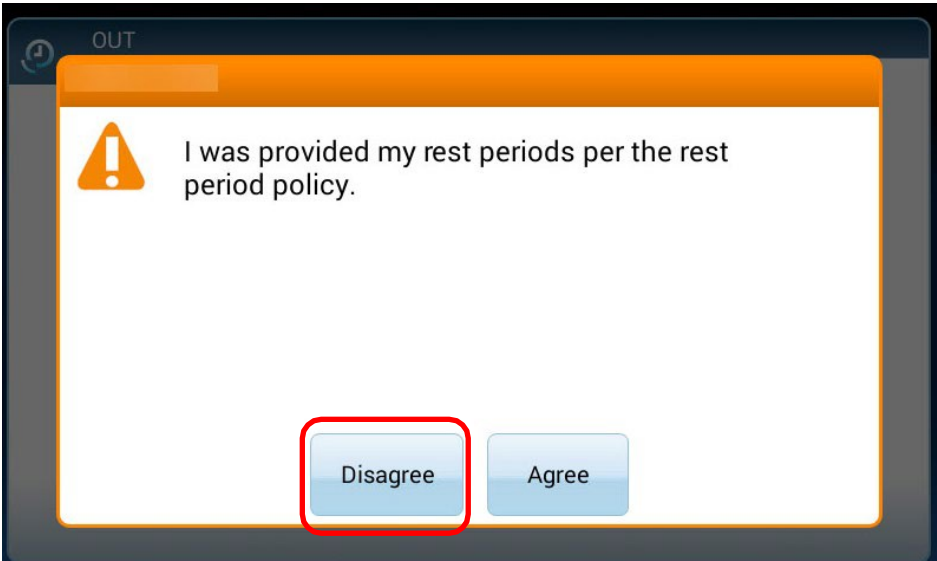
- “I certify that I was provided with my meal period(s) per the meal period policy; I was provided with my rest periods per the rest period policy; and the hours I recorded today are accurate.”

Step	Description
<p>1</p> <p>If you agree with the End of Shift Attestation statement, click the ‘Agree’ button to complete the attestation process</p>	 <p>The screenshot shows a dark blue window titled 'OUT' with an orange header bar. Inside, there is a white box with an orange warning icon and the text: "I certify that I was provided with my meal period(s) per the meal period policy; I was provided with my rest periods per the rest period policy; and the hours I recorded today are accurate." At the bottom of the white box are two buttons: "Disagree" and "Agree". The "Agree" button is highlighted with a red border.</p>
<p>2</p> <p>If you Disagree with the End of Shift Attestation statement, click the ‘Disagree’ button</p> <p>The questions in the next steps will be displayed</p>	 <p>The screenshot shows the same dark blue window titled 'OUT' with an orange header bar. Inside, there is a white box with an orange warning icon and the text: "I certify that I was provided with my meal period(s) per the meal period policy; I was provided with my rest periods per the rest period policy; and the hours I recorded today are accurate." At the bottom of the white box are two buttons: "Disagree" and "Agree". The "Disagree" button is highlighted with a red border.</p>

## 2. Rest Period

The following message will be displayed on the screen:

- “I was provided my rest periods per the rest period policy.”

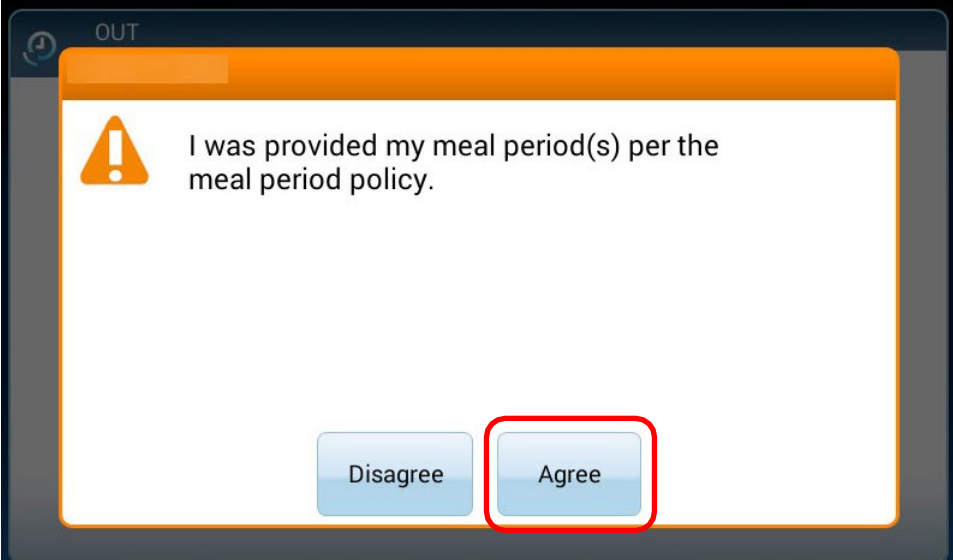
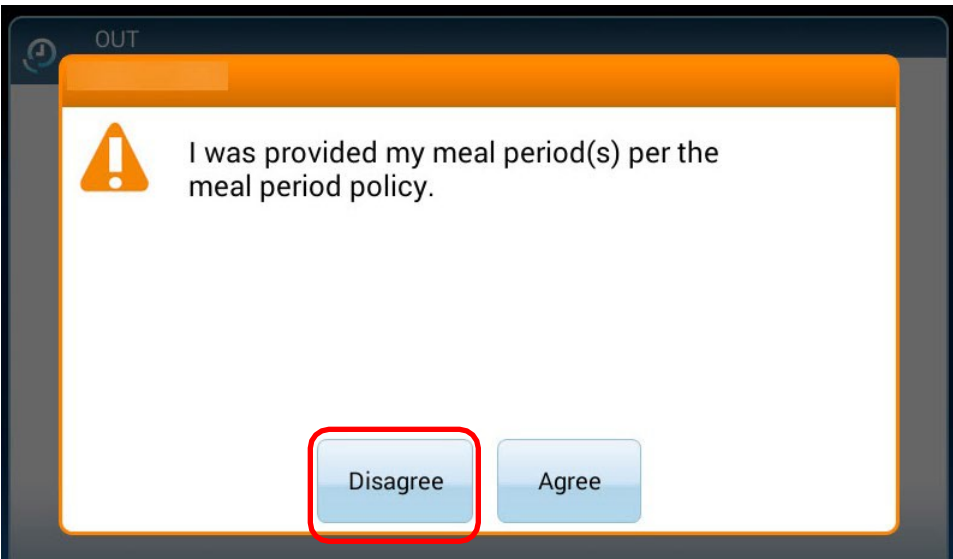
Step	Description
<p>1</p> <p>If you agree with the Rest Periods Attestation statement, click the 'Agree' button</p> <p>The questions in the next steps will be displayed</p>	
<p>2</p> <p>If you disagree with the Rest Periods attestation statement, click the 'Disagree' button</p> <p>The questions in the next step will be displayed</p>	



### 3. Meal Period(s)

The following message will be displayed on the screen:

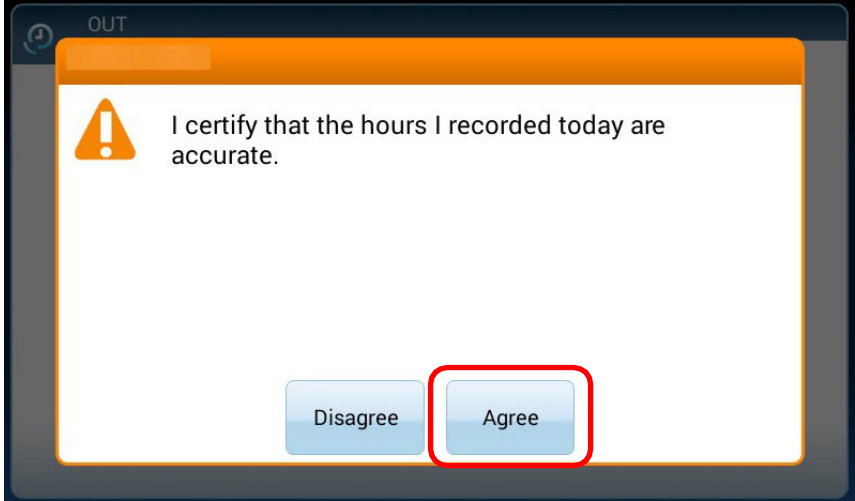
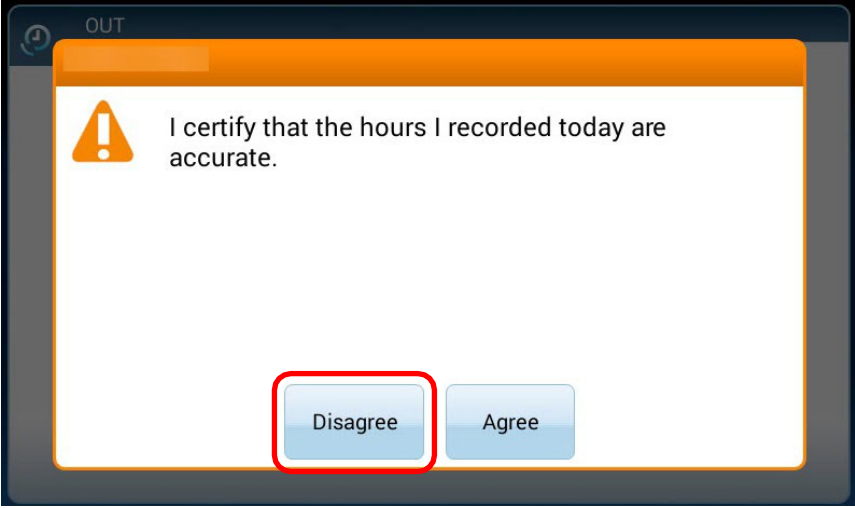
- “I was provided my meal period(s) per the meal period policy.”

Step	Description
<p data-bbox="305 359 321 380">1</p> <p data-bbox="191 426 418 579">If you agree with the Meal Period(s) attestation statement, click the 'Agree' button</p> <p data-bbox="191 621 418 709">The questions in the next step will be displayed</p>	
<p data-bbox="305 926 321 947">2</p> <p data-bbox="191 989 418 1142">If you disagree with the Meal Period(s) attestation statement, click the 'Disagree' button</p> <p data-bbox="191 1184 418 1272">The questions in the next step will be displayed</p>	

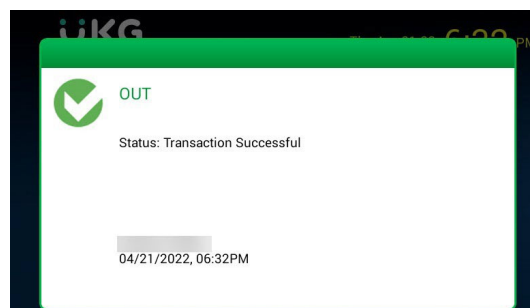
#### 4. Daily Timecard

The following message will be displayed on the screen:

- “I certify that the hours I recorded today are accurate.”

Step	Description
<p>1</p> <p>If you agree with the final attestation statement, click the ‘Agree’ button to complete the attestation process</p>	
<p>2</p> <p>If you disagree with the final attestation statement, click the ‘Disagree’ button to complete the attestation process</p>	

The following message will display on the screen confirming attestation process is complete.



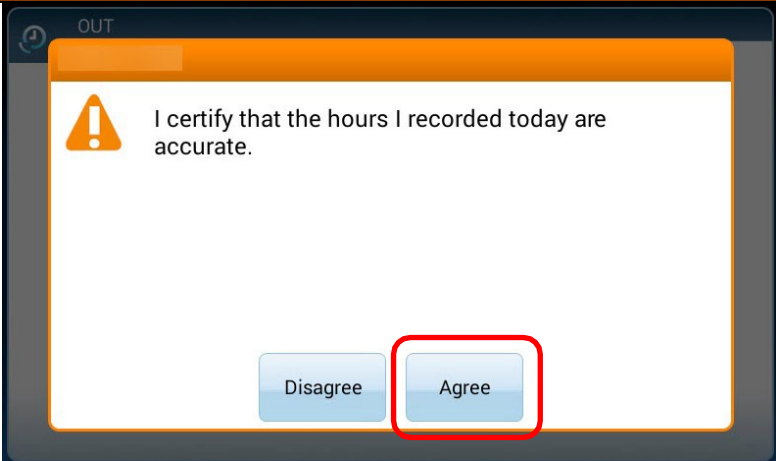
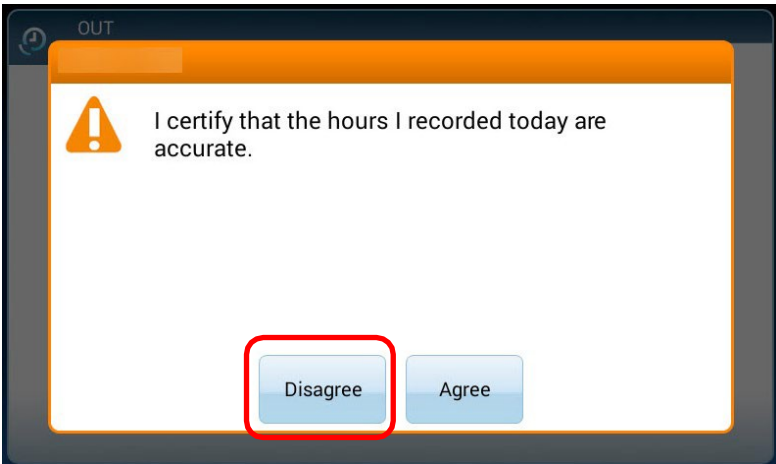
**\*\* End of Process Steps for Oregon Non-Exempt Associates \*\***

## Hawaii Non-Exempt Associates

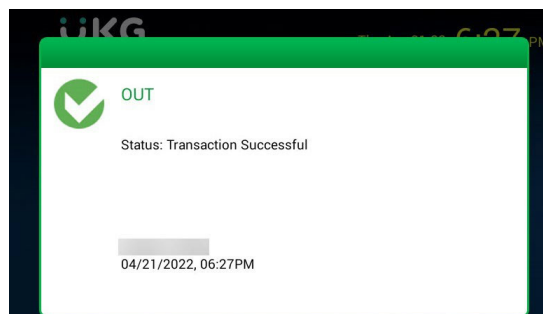
### 1. End of Shift

The following message will be displayed on the screen:

- “I certify that the hours I recorded today are accurate.”

Step	Description
<p>1</p> <p>If you agree with the End of Shift attestation statement, click the ‘Agree’ button to complete the attestation process</p>	
<p>2</p> <p>If you Disagree with the End of Shift attestation statement, click the ‘Disagree’ button to complete the attestation process</p>	

The following message will display on the screen confirming attestation process is complete.



**\*\* End of Process Steps for Hawaii Non-Exempt Associates \*\***