



May 7, 2020

COVID -19 Clock In / Automated Clock Out Procedure

This procedure documents the process of clocking in and being clocked out automatically by Plex during the COVID-19 time period.

Clock In / Clock Out

All hourly employees must clock in after having their temperature taken. All 3 clocks are available. To eliminate touching of the keyboard and mouse, use your badge at all times. If you cannot locate your badge, please see Ruth Wynk or Carol Knapke.

If an employee leaves Pax premises he/she is required to clock out and back in upon their return. If they leave for the day earlier than their scheduled time, they should clock out.

At the end of shift, employees are required to line up at the clock, socially distanced, so attendance can be taken and are to remain there until the end of shift bell has rung.

Attendance Sheets

All attendance sheets are to be dated at the top and placed in the box "Clock Out Sheets." The box is located in the Engineer Copy room sitting on top of the file cabinets just inside the door from the toolroom.

Plex will clock out employees based on their scheduled shift times. If an employee has left prior to their scheduled clock out time, please write a note at the bottom of the Attendance Sheet.

Attendance sheets will then be compared to the clock out performed by Plex to validate employees were in attendance at the end of shift. All discrepancies will be resolved with Supervisors and Group Leaders.

Attendance sheets are filed in the 3rd cabinet, 3rd drawer next to the drinking fountain in the main office. They will be kept for reference.

** If an employee forgets to clock in and it is manually added, Plex will not automatically clock the employee out. The clock out will need to be done manually as well.