



## Home Center Assembly Time Entry User Guidelines

### Tips on Using the ICR Time Form and Oracle Telephone System (IVR)

In accordance with company policy and to facilitate proper record-keeping and wage payment, you are expected as a non-exempt associate to accurately and completely record all hours worked and all off-duty meal breaks taken of at least 30 minutes. To do so, you are expected to follow these instructions for recording your time entries:

- **In-Store Time:** Record on the **ICR Time Form** the start and end times of work related to assembly duties.
- **Meal Periods:** Record on the **ICR Time Form** the start and end times of any meal periods taken of at least 30 minutes in length.
- **Travel Time:** Record on the **ICR Time Form** the start and end times of your work related travel time between stores/jobs as well as any other work related travel before or after the workday (excluding the personal commute between home and work during which no work is performed).
- **Paid Admin Time:** Clock In/Out **via telephone through Oracle IVR** to record any *Paid Admin Time* which includes time worked beyond the In-Store and Travel Time that you capture on the ICR Time Form. See below for telephonic access and instructions on entering *Paid Admin Time*.

#### ORACLE TELEPHONE SYSTEM ACCESS

**Step 1:** Call **1-800-365-0056**

**Step 2:** Enter your 9 digit user ID followed by the # sign. (9 digit user ID will be provided by your supervisor). Enter your passcode followed by the # sign. (Your user ID is the default for the first time logging in.)

**NOTE:** After your first log in, you will be prompted to change your passcode. Your new passcode must be at least 4 digits. *Do not share your passcode with anyone.*

#### TELEPHONE MAIN MENU OPTIONS FOR ASSEMBLY USE

- **Press 1 - PUNCH OPTIONS MENU**
  - **Press 5 - Paid Admin Time In**
  - **Press 6 – Paid Admin Time Out**

**NOTE:** At any time during the call you wish to have your Paid Admin Time entry repeated back, just hit star (\*).

**REMINDER:** Disregard all other punch options in Oracle. As outlined above, Assemblers use the ICR Time Form to capture all other time worked beyond PAID ADMIN TIME.

- **Press 3 - PASSCODE RESET MENU**
  - **Press 9 - End call OR**
  - **Press 0 - Return to the main menu**

#### RECORDING ADMIN TIME IN ORACLE

Admin Time is any time spent on job-related work, beyond the In-Store and Travel Time that you capture on the ICR Time Form, including without limitation time spent on the following job-related tasks: preparing ICR forms, timesheets, expense reports; conducting phone calls; reviewing, preparing, and sending emails; listening to voicemails; participating in training and meetings. Admin Time is considered time worked and must be recorded using the PAID ADMIN TIME features through the Oracle IVR system (**NOT the ICR Time Form**).

- Call Oracle at 1-800-365-0056 and use options 5 and 6 (PAID ADMIN TIME In/Out) to capture any ADMIN start and end times for time beyond the In-Store and Travel Time that you capture on the ICR Time Form.
  - PAID ADMIN TIME is called in by the Assembler when the ADMIN TIME starts and when the ADMIN TIME ends, reflecting the actual start and end times worked

ASM is committed to ensuring its hourly associates are properly compensated for all hours worked in the performance of their job duties. As a reminder, associates can access ASM's Timekeeping policy and other policies and procedures through the company's internal website at [www.asmconnects.com](http://www.asmconnects.com). If you have a question or concern, contact your supervisor or any of the avenues of the Open Door Policy (which includes your next level manager, Human Resources, or the Company's Ethics Line).