Time and Attendance System- Remote Clocking

We are pleased to be implementing a new clocking 'app' for all WEC Group employees who regularly work remotely. The current clocking terminals can still be used when on site, however, for employees who regularly work remotely an 'app' will be installed on to your phone by IT.

The new 'app' will allow employees who are field based to clock in and out from any location using their mobile phones.

Why have we introduced remote clocking?

- Remote clocking is a simple, and an efficient method for clocking in and out
- It allows your Manager to see what time you start and finish your working day
- We have a duty of care to all our employees and this app allows WEC to have visibility of your location via your phone's GPS. This is to ensure you are safe and secure.
- We also have a duty of care to ensure that you are supplying our services to our clients in a timely, agreed and efficient manner.

How to use the clocking app:

If you regularly work remotely the clocking 'app' will be installed by IT onto your mobile phone.

Once installed you will be shown how to clock in and out using the application

How to clock whilst off site?

- At the beginning of your working day **Clock IN**,
- When you arrive at your customers, again, **Clock IN**.
- When you leave your customers, **Clock IN**.
- Each time you arrive and leave your customers throughout the day **Clock IN.**

By repeatedly clocking IN throughout the day you won't 'flag' as unauthorised absence on the Time Management System.

At the end of the day **Clock OUT**.

*If at any point throughout the day you come on site you can use your normal fob on any of the terminals. You can also use your remote clocking app when on site but you **MUST NOT** be connected to WEC's WIFI.*

Clocking in/out FOB Policy

- Where employees leave the business, Company mobile phones must be handed back to their line manager or a member of HR on their last working day
- Those individuals who consistently fail to clock in or out using the 'app' may have disciplinary action taken against them due to the failure to comply.
- If a member of staff forgets to clock in or out they must inform their Manager /HR at the earliest opportunity of the time they arrived or left

Name: ………………………………………………………………………

Date 'app' installed
on your mobile phone: ……………………………………………………………………..

Signed: ……………………………………………………………………..

 Date: ……………………………………………………………………..

Please complete and return this form to HR. If you have any questions please contact Gemma Kennedy on 2361.