

Mobile App Policy

Scope of policy: (your company's name) Employees

Purpose of policy: To ensure employees are adhering to all time keeping, payroll, compliance and safety requirements.

Policy:

- Our mobile timecard app is the method for recording time worked and meal breaks taken at (your company's name here).
- Employees are required to have their phone charged each day for work and in working order. Any malfunction must be reported to management immediately.
- Employees are encouraged to use the "Submit Correction" button at the end of their shift for reporting any timecard or punching in or out errors.
- Any employee who does not agree with the end of shift attestation approval must state why using the "Submit Correction" button or report to Management directly.
- Mobile app cannot access personal data.
- GPS tracking is only activated when punched in on the clock.
- (your company's name here) has a zero-tolerance policy for texting or emailing while driving and only hands-free talking while driving is permitted. Failure to comply will result in progressive discipline and can lead to termination.
- Refer to Data Stipend Policy for data reimbursement.
- See management for other timecard options if applicable.

Employee name (print) _____

Employee name (signed) _____ Date _____

Manager name (print) _____

Manager name (signed) _____ Date _____