



Clocking In and Clocking Out Policy

Policy Summary

All Southern Co-op store colleagues are required to clock in and out for the shifts that they work in store.

The aim of this policy is to help you understand the framework that the Workforce Management (WFM) system operates within.

It is important that you understand when you are required to clock in and out, and any consequence if this policy is not followed.

Policy Detail

- All colleagues, including store and duty managers, are required to clock in and out for all shifts that they work within a Southern Co-op store.
- All colleagues are required to clock in and out themselves and not clock in or out for any other colleague.
- Clocking in or out for another colleague is strictly prohibited and may lead to disciplinary action.
- Colleagues must not clock in until they are ready to start work and must clock out immediately after finishing work.

Clocking In

You are required to clock in for your shift no more than 5 minutes before you are due to start your shift.

E.g. Your shift starts at 11:00, you must clock in between 10:55 and 11:00. If you do clock in more than 5 minutes before the shift commences and you have not been asked to start work earlier your store or duty manager will amend your clocked time, to ensure you are not overpaid and will add notes to your individual timecard.

If you have followed policy the Workforce Management System (WFM) will round your clocked time forward to your scheduled start time.

E.g. you clock in at 10:56 the system will round your clock to your scheduled start time of 11:00.

Clocking Out

You are required to clock out for your shift no more than 5 minutes after your shift has ended.

E.g. Your shift ends at 18:00, you must clock out between 18:00 and 18:05. If you do clock out later than 5 minutes and you have not been asked to work any additional hours, your store or duty manager will amend your clocked time, to ensure you are not overpaid and will add notes to your individual timecard.



If you have followed policy the Workforce Management System (WFM) will round your clocked time back to your scheduled finish time.

Lateness

Colleagues will be marked as late if they clock in 3 minutes or more after the scheduled start time, the WFM system will mark the timecard with an alert for the store or duty manager to action. If this is more than 5 minutes over the scheduled start time, then this time may be deducted from the worked hours, following a review by the store or duty manager.

Frequent lateness will be managed in line with our usual processes.

Breaks

You are not required to clock in and out for scheduled breaks. Breaks are assumed within the WFM platform.

Devices available to Clock in and Out

Store colleagues can clock in and out using the stores back office PC and e-learning terminals using the Web-Clock icon. *Refer to WFM – Clocking in and out via Web Clock QRG.*

If a colleague has chosen to download the Employee Self Service Application (ESS App) onto their personal mobile phone, then colleagues can clock in and out using this.

Note - *that colleagues can only clock in and out when they are in the vicinity of the store location.*

Geo-fencing is in place in all our stores so colleagues will need to be in the vicinity of a Southern Coop store to clock in or out.

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