

How To: Clocking In & Out on Netchex

Company Policy - Timekeeping

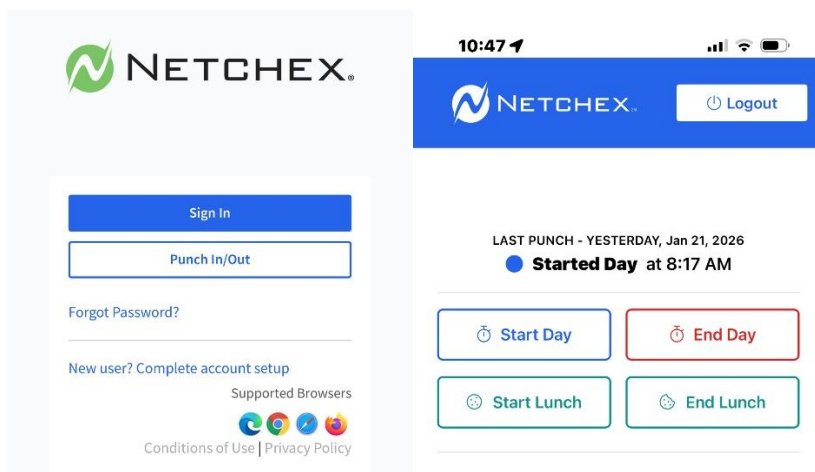
ALL EMPLOYEES are required by this Company to maintain an accurate record of hours worked each day and each week. This means that you are to log in before you start work, log out and back in from lunch or any personal errands, and log out at end of your shift. You may not begin work before your scheduled starting time, work during your scheduled lunch break, or continue to work past your normal quitting time without the prior approval of your manager.

If you are approved to perform work for the Company outside your regular work hours, you are also required to report this time the next day by sending an e-mail to your manager, with a copy to Human Resources, indicating what you did and the amount of time you spent performing these tasks. This time will then be added to your hours worked that week.

If you forget to log in or if you need to change an entry, you must immediately notify your manager and Human Resources so that the record can be corrected by Human Resources. Do not punch or make entries on anyone's time record other than your own. Do not punch in until you are ready to start work. Note that recording another employee's time or asking another nonmanagement employee to record your time may result in discipline, up to and including immediate termination. Please understand that no supervisor is authorized to instruct you to work "off the clock." You should immediately report any supervisor's instruction to do so to Human Resources.

How To Clock In & Out

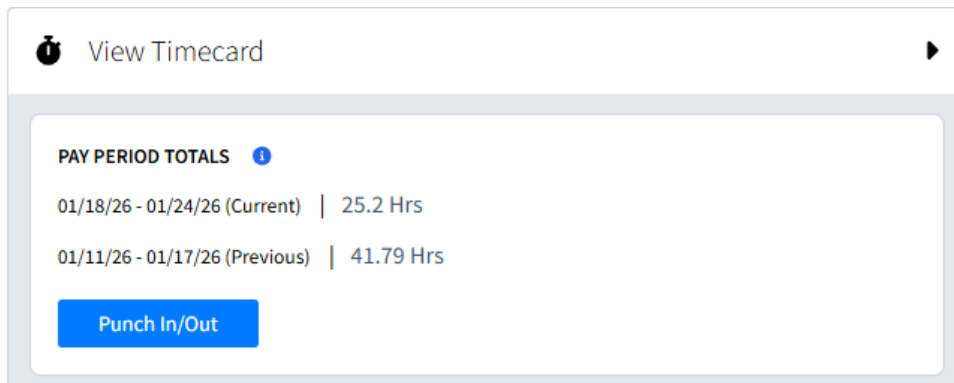
On the Netchex app:



- Click on **“Punch In/Out”**
- Click on **“Start Day”** to begin your workday
- Click on **“End Day”** at the end of your workday

- Click on **“Start Lunch”** to clock out for lunch time, personal errands, non-work related reasons
- Click on **“End Lunch”** to clock in for lunch time, personal errands, non-work related reasons

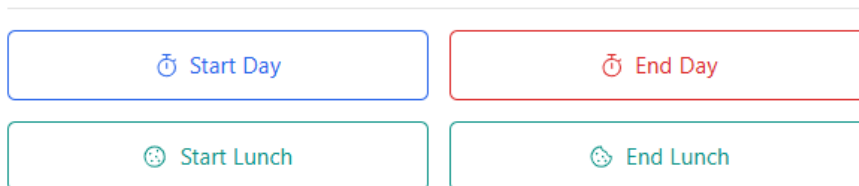
On Netchex desktop website:



- It's very similar to the app
- Navigate to “Punch In/Out”
- Click on “Punch In/Out” and punch in and out as needed

LAST PUNCH - YESTERDAY, Jan 21, 2026

● **Started Day** at 8:17 AM



Tips and Trouble Shooting

- Turn on Location Services for the Netchex app on your mobile device
- Or use the company Wifi
- You can always log in at any desktop to clock in and out

Assistance Needed?

- Reach out to HR if you are having issues or need assistance.