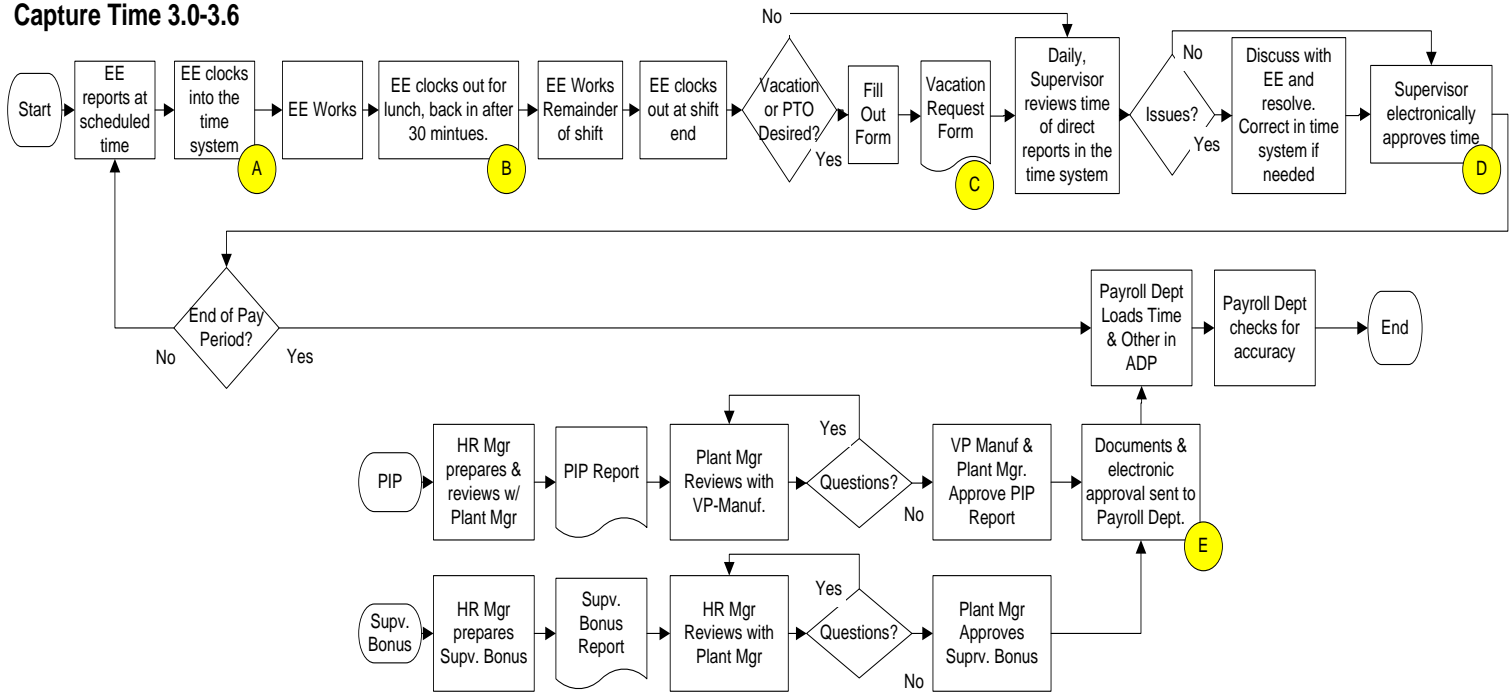


## HR Payroll Process Capture Time 3.0-3.6



## Controls

| Ref | Key Control Description  | Responsible For Control                   |
|-----|--|---|
| A   | Employee is responsible for ensuring time reporting is complete and accurate.  | Hourly Employee                           |
| B   | Employee must clock in and out for lunch per policy  | Hourly Employee                           |
| C   | Vacation time must be submitted and approved by immediate supervisor. Approval must be documented and maintained.  | Hourly Employee & Supervisor              |
| D   | Supervisor must review and approve time daily to ensure completeness and accuracy. Knowledge of activities will be freshest if reviewed daily. Cannot be a "rubber stamp" approval but a focused review of time. HR manager ensures this is being done.        | Supervisor & HR Manager                   |
| E   | Review of PIP and Supervisor Bonus Report needs to be reviewed and approved (electronic approval preferred) by Plant Manager and/or VP of Manufacturing prior to forwarding to payroll. Payroll should NOT process these payments without documented approval. | Plant Manager, VP-Manufacturing & Payroll |

## Forms

| Required Forms          | Form Number | Link                 |
|-------------------------|-------------|----------------------|
| Vacation Request Form   |             | <a href="#">Link</a> |
| PIP Report              |             | <a href="#">Link</a> |
| Supervisor Bonus Report |             | <a href="#">Link</a> |

## Policies

| Policy             | Policy Number | Link                 |
|--------------------|---------------|----------------------|
| Time Reporting     |               | <a href="#">Link</a> |
| Vacation           |               | <a href="#">Link</a> |
| PIP                |               | <a href="#">Link</a> |
| Supervisor Bonuses |               | <a href="#">Link</a> |