

Overview:

This Quick Reference Guide (QRG) reviews the steps in UKG Web TimeStamp on how a non-exempt associates and contractors in California, Oregon, and Hawaii, can attest to their daily timecard information.
<revised: 4-27-2022>

As part of the attestation process, the associate will be prompted to ‘Agree’ or ‘Disagree’ with a set of questions based on the laws/policies of the state they work in. If an associate disagrees with a question, the associate’s manager is notified.

This QRG will review the attestation steps for: *

- End of Shift
- Meal Breaks
- Rest Period
- AWS Schedule
- Daily Timecard

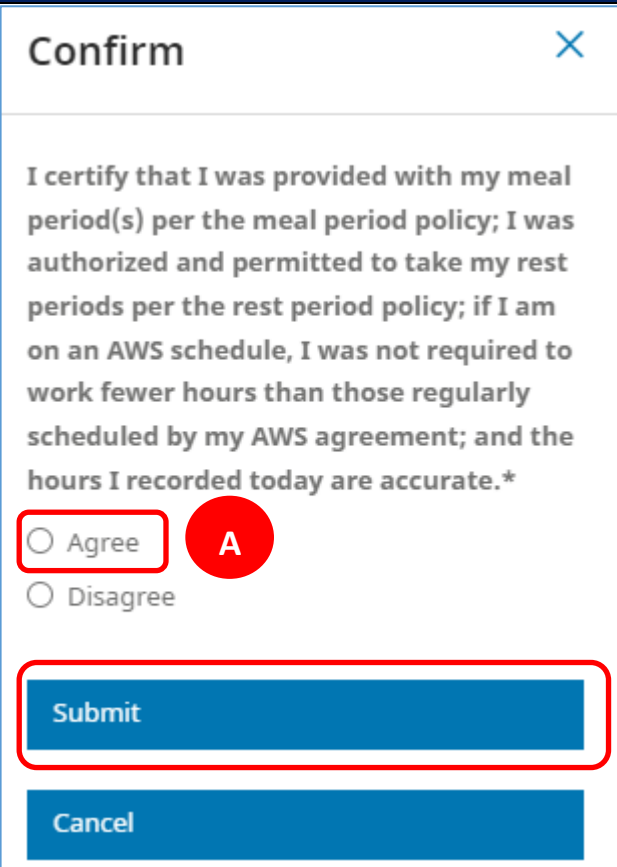
* Steps dependent upon state requirements

California Non-Exempt Associates

1. End of Shift

The following message will be displayed on the screen:

- “I certify that I was provided with my meal period(s) per the meal period policy; I was authorized and permitted to take my rest periods per the rest period policy; if I am on an AWS schedule, I was not required to work fewer hours than those regularly scheduled by my AWS agreement; and the hours I recorded today are accurate.”

Step	Description
<p>1</p> <p>If you agree with the End of Shift attestation statement</p> <p>A. Click the ‘Agree’ button</p> <p>B. Click the ‘Submit’ button to complete the attestation process</p> <p>If you want to cancel the attestation process, click ‘Cancel’</p>	

2

If you disagree with the End of Shift attestation statement

- C. Click the 'Disagree' button
- D. Click the 'Submit' button

The questions in the next step will be displayed

If you want to cancel the attestation process, click 'Cancel'

Confirm

✕

I certify that I was provided with my meal period(s) per the meal period policy; I was authorized and permitted to take my rest periods per the rest period policy; if I am on an AWS schedule, I was not required to work fewer hours than those regularly scheduled by my AWS agreement; and the hours I recorded today are accurate.*

Agree

Disagree C

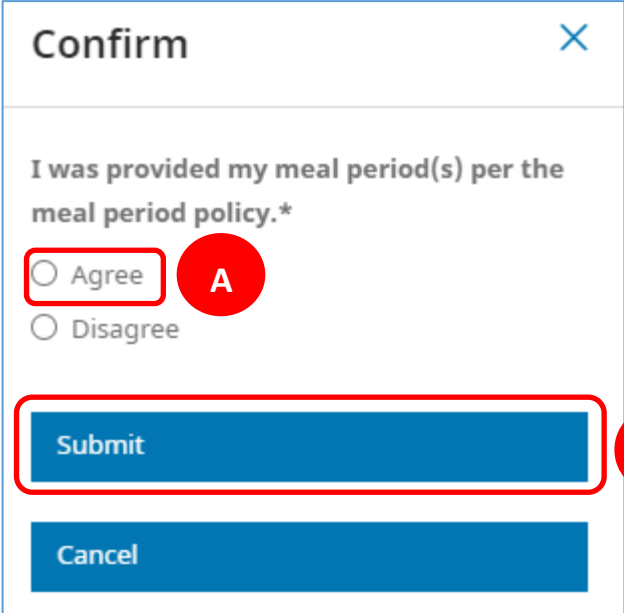
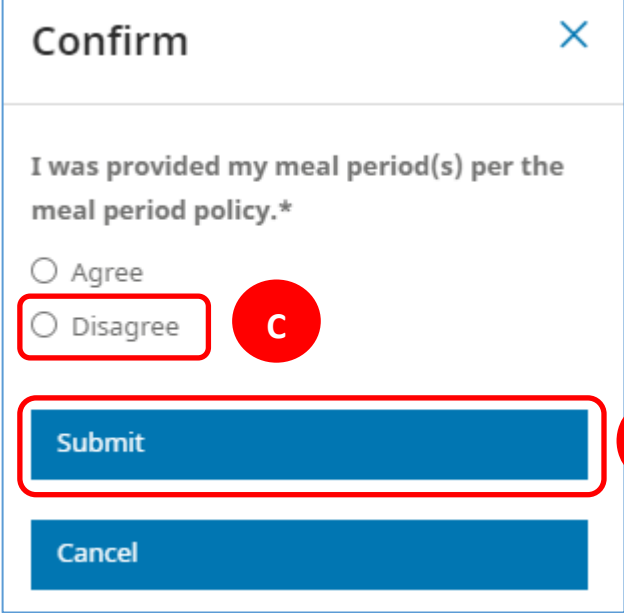
Submit D

Cancel

2. Meal Period(s)

The following message will be displayed on the screen:

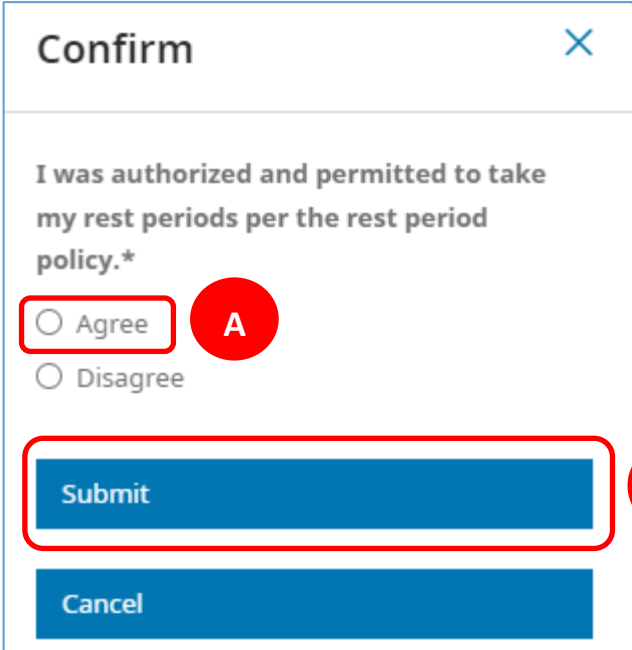
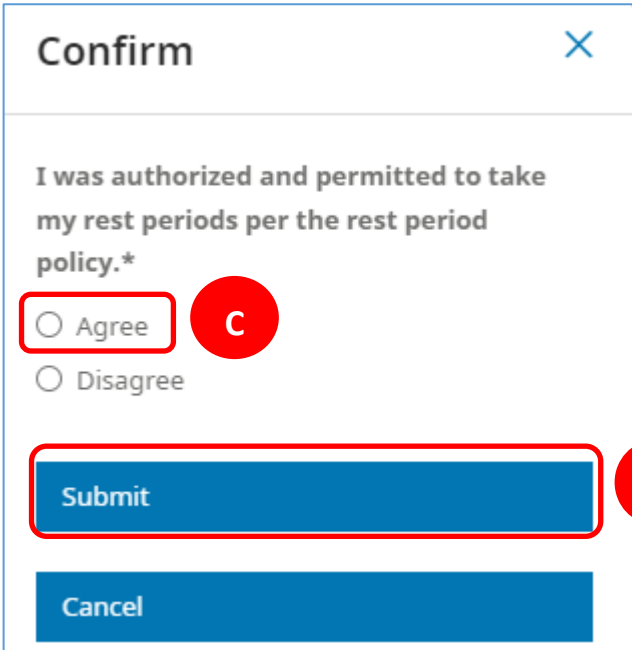
- “I was provided my meal period(s) per the meal period policy.”

Step	Description
<p>1</p> <p>If you agree with the Meal Period(s) attestation statement</p> <p>A. Click the ‘Agree’ button B. Click the ‘Submit’ button</p> <p>The questions in the next step will be displayed</p> <p>If you want to cancel the attestation process, click ‘Cancel’</p>	
<p>2</p> <p>If you disagree with the Meal Period(s) attestation statement</p> <p>C. Click the ‘Disagree’ button D. Click the ‘Submit’ button.</p> <p>The questions in the next step will be displayed</p> <p>If you want to cancel the attestation process, click ‘Cancel’</p>	

3. Rest Period(s)

The following message will be displayed on the screen:

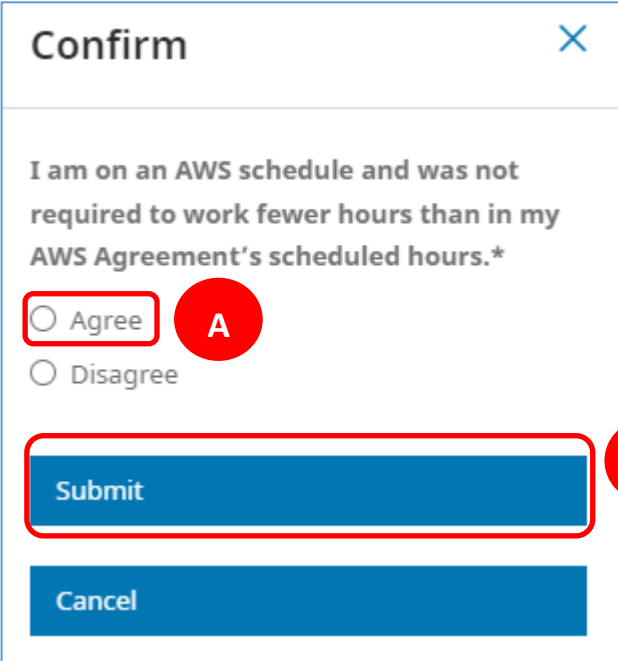
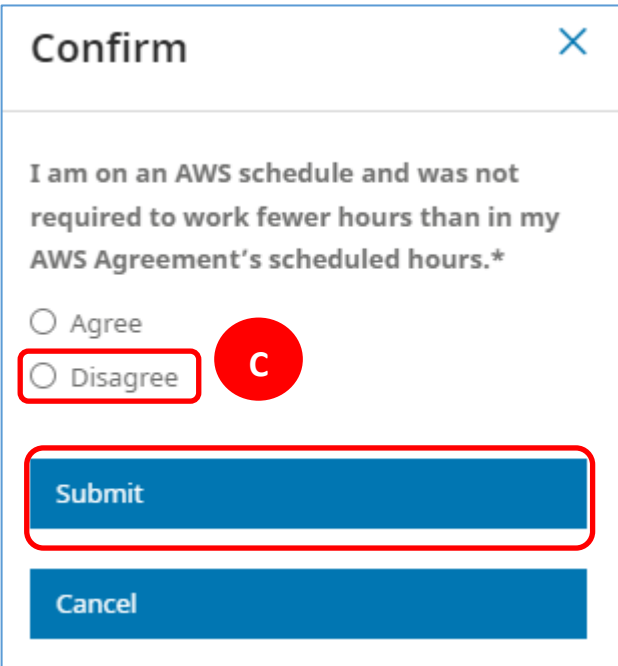
- “I was authorized and permitted to take rest periods per the rest period policy.”

Step	Description
<p>1</p> <p>If you agree with the Rest Period(s) attestation statement</p> <p>A. Click the ‘Agree’ button B. Click the ‘Submit’ button</p> <p>The questions in the next step will be displayed</p> <p>If you want to cancel the attestation process, click ‘Cancel’</p>	
<p>2</p> <p>If you disagree with the Rest Period(s) attestation statement</p> <p>C. Click the ‘Disagree’ button D. Click the ‘Submit’ button</p> <p>The questions in the next step will be displayed</p> <p>If you want to cancel the attestation process, click ‘Cancel’</p>	

4. AWS Schedule

The following message will be displayed on the screen:

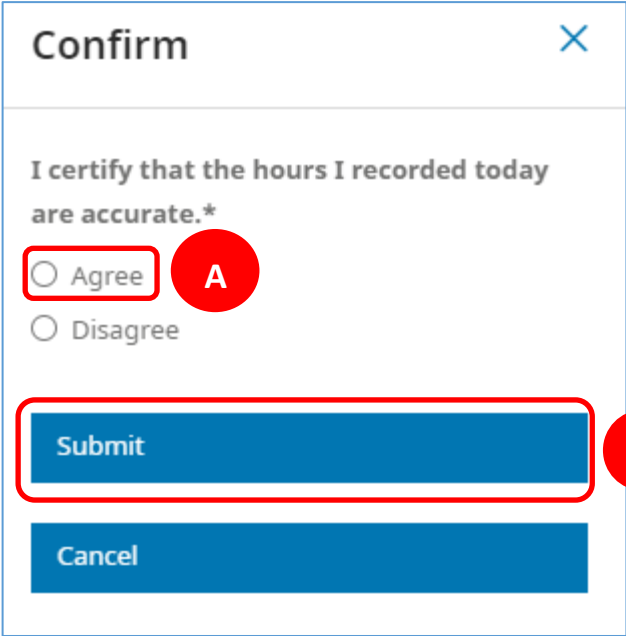
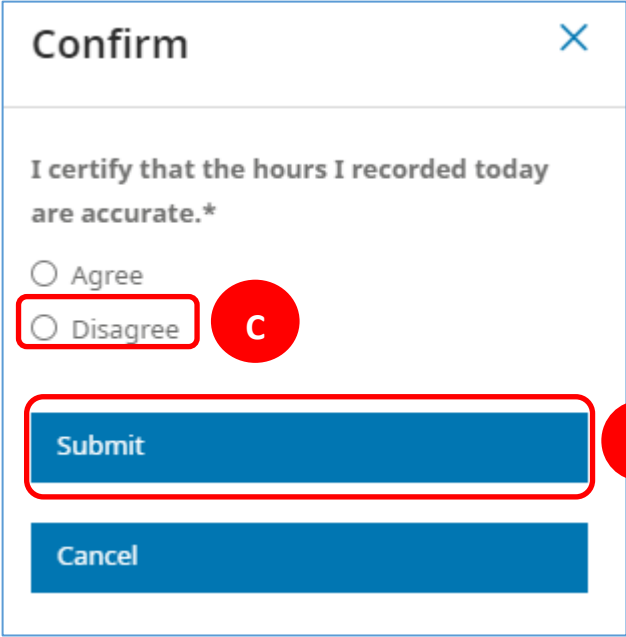
- “I am on an AWS schedule and was not required to work fewer hours than in my AWS agreement’s scheduled hours.”

Step	Description
<p>1</p> <p>If you agree with the AWS Schedule attestation statement</p> <p>A. Click the ‘Agree’ button B. Click the ‘Submit’ button</p> <p>The questions in the next step will be displayed</p> <p>If you want to cancel the attestation process, click ‘Cancel’</p>	
<p>2</p> <p>If you disagree with the AWS Schedule attestation statement</p> <p>C. Click the ‘Disagree’ button D. Click the ‘Submit’ button</p> <p>The questions in the next step will be displayed</p> <p>If you want to cancel the attestation process, click ‘Cancel’</p>	

5. Daily Timecard

The following message will be displayed on the screen:

- “I certify that the hours I recorded today are accurate.”

Step	Description
<p>1</p> <p>If you agree with the final attestation statement</p> <p>A. Click the ‘Agree’ button</p> <p>B. Click the ‘Submit’ button to complete the attestation process</p> <p>If you want to cancel the attestation process, click ‘Cancel’</p>	
<p>2</p> <p>If you disagree with the final attestation statement</p> <p>C. Click the ‘Disagree’ button</p> <p>D. Click the ‘Submit’ button to complete the attestation process</p> <p>If you want to cancel the attestation process, click ‘Cancel’</p>	

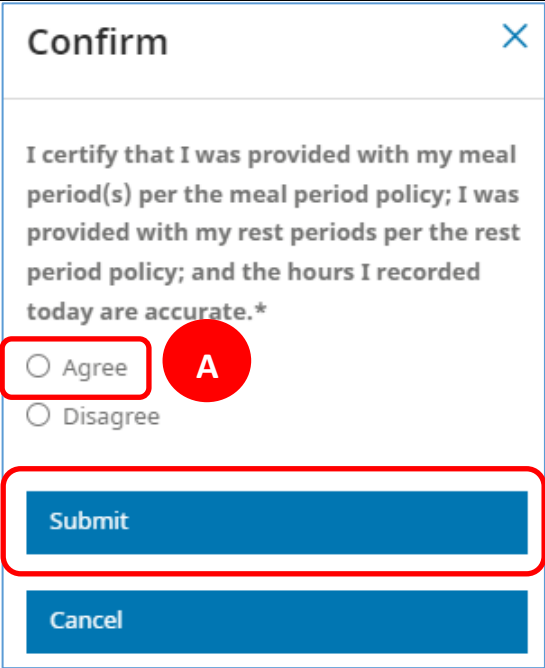
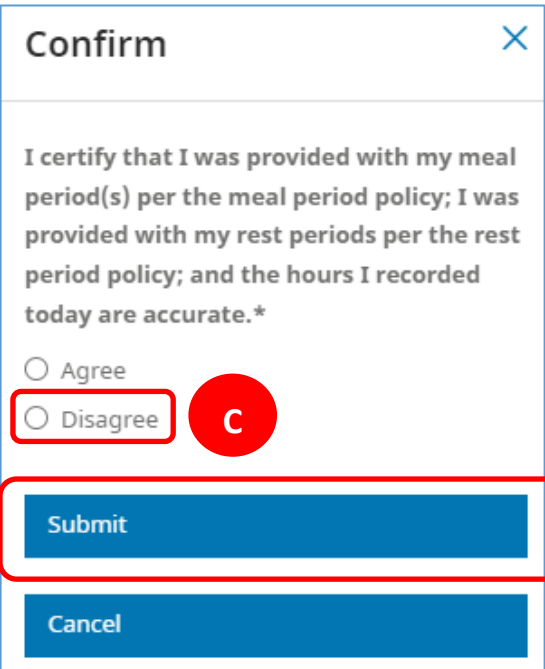
**** End of Process Steps for California Non-Exempt Associates ****

Oregon Non-Exempt Associates

1. End of Shift

The following message will be displayed on the screen:

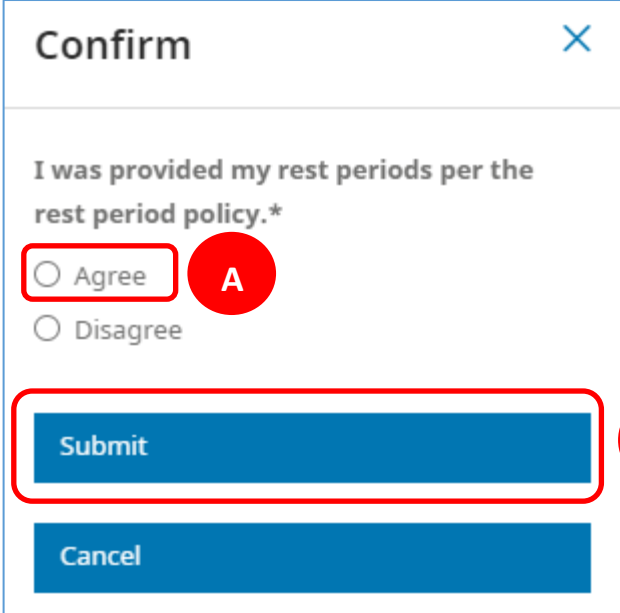
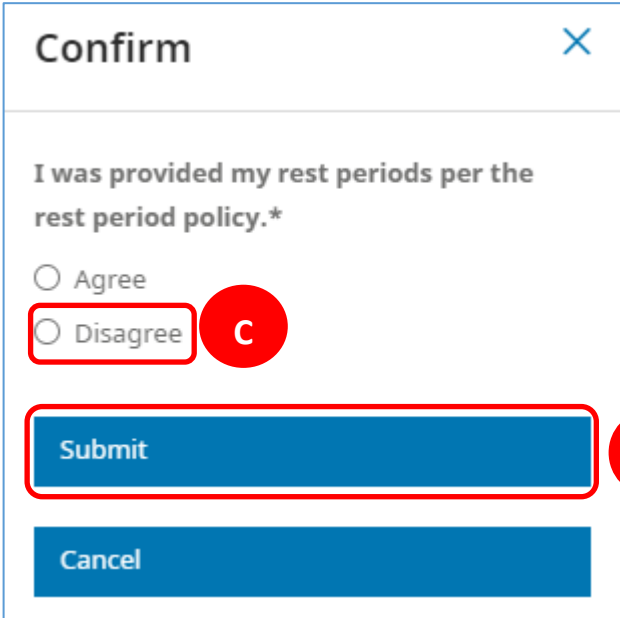
- “I certify that I was provided with my meal period(s) per the meal period policy; I was provided with my rest periods per the rest period policy; and the hours I recorded today are accurate.”

Step	Description
<p>1</p> <p>If you agree with the End of Shift attestation statement</p> <p>A. Click the ‘Agree’ button B. Click the ‘Submit’ button to complete the attestation process</p> <p>If you want to cancel the attestation process, click ‘Cancel’</p>	
<p>2</p> <p>If you disagree with the End of Shift attestation statement</p> <p>C. Click the ‘Disagree’ button D. Click the ‘Submit’ button</p> <p>The questions in the next step will be displayed</p> <p>If you want to cancel the attestation process, click ‘Cancel’</p>	

2. Rest Period

The following message will be displayed on the screen:

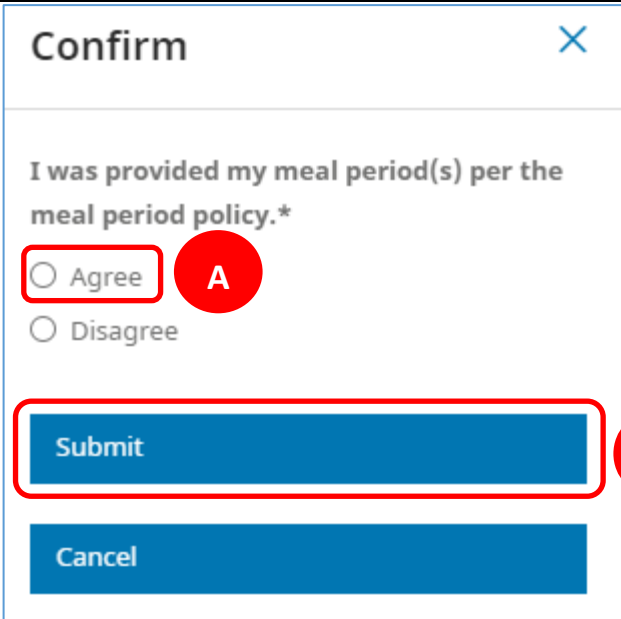
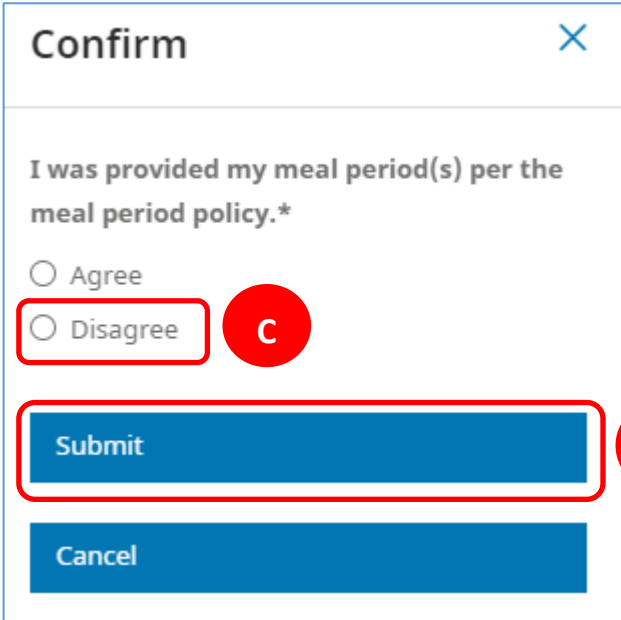
- “I was provided my rest periods per the rest period policy.”

Step	Description
<p>1</p> <p>If you agree with the Rest Periods attestation statement</p> <p>A. Click the ‘Agree’ button B. Click the ‘Submit’ button</p> <p>The questions in the next step will be displayed</p> <p>If you want to cancel the attestation process, click ‘Cancel’</p>	
<p>2</p> <p>If you disagree with the Rest Periods attestation statement</p> <p>C. Click the ‘Disagree’ button D. Click the ‘Submit’ button</p> <p>The questions in the next step will be displayed</p> <p>If you want to cancel the attestation process, click ‘Cancel’</p>	

3. Meal Period(s)

The following message will be displayed on the screen:

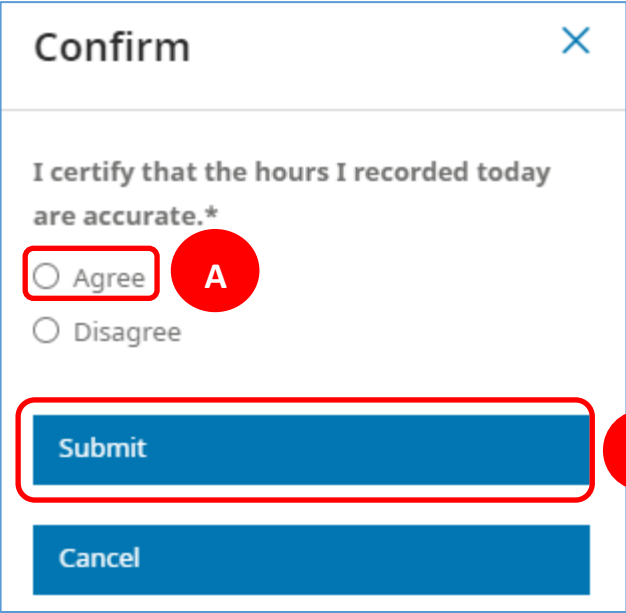
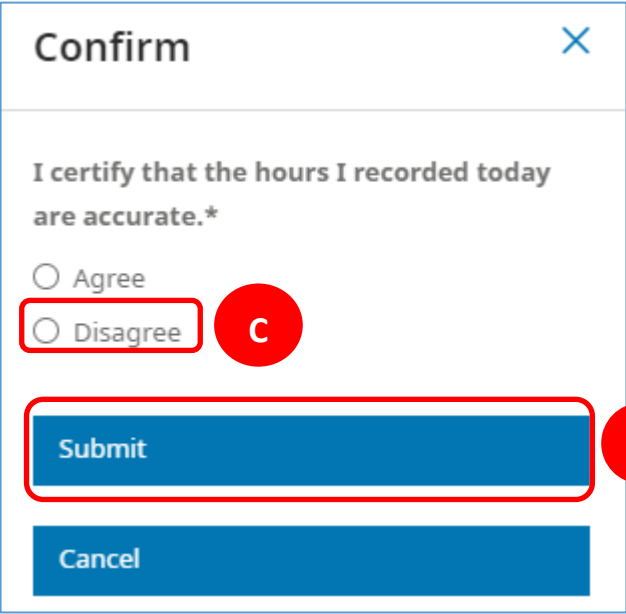
- “I was provided my meal period(s) per the meal period policy.”

Step	Description
<p>1</p> <p>If you agree with the Meal Period(s) attestation statement</p> <p>A. Click the ‘Agree’ button B. Click the ‘Submit’ button</p> <p>The questions in the next step will be displayed</p> <p>If you want to cancel the attestation process, click ‘Cancel’</p>	
<p>2</p> <p>If you disagree with the Meal Period(s) attestation statement</p> <p>C. Click the ‘Disagree’ button D. Click the ‘Submit’ button.</p> <p>The questions in the next step will be displayed</p> <p>If you want to cancel the attestation process, click ‘Cancel’</p>	

4. Daily Timecard

The following message will be displayed on the screen:

- “I certify that the hours I recorded today are accurate.”

Step	Description
<p>1</p> <p>If you agree with the final attestation statement</p> <p>A. Click the ‘Agree’ button</p> <p>B. Click the ‘Submit’ button to complete the attestation process</p> <p>If you want to cancel the attestation process, click ‘Cancel’</p>	
<p>2</p> <p>If you disagree with the final attestation statement</p> <p>C. Click the ‘Disagree’ button</p> <p>D. Click the ‘Submit’ button to complete the attestation process</p> <p>If you want to cancel the attestation process, click ‘Cancel’</p>	

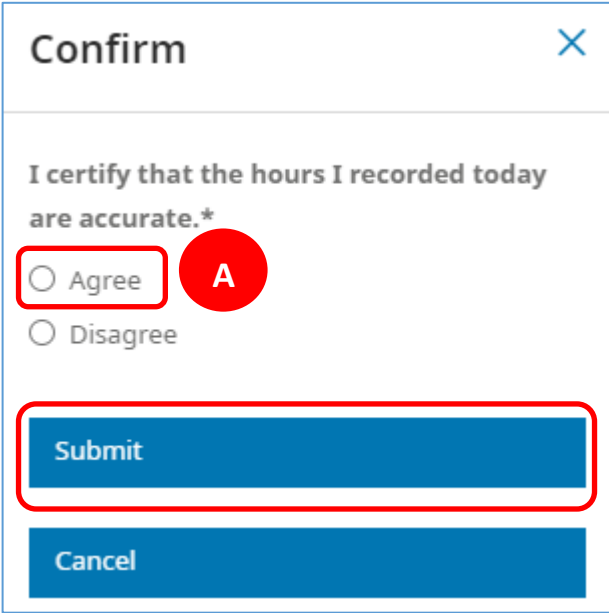
**** End of Process Steps for Oregon Non-Exempt Associates ****

Hawaii Non-Exempt Associates

1. End of Shift

The following message will be displayed on the screen:

- “I certify that the hours I recorded today are accurate.”

Step	Description
<p>1</p> <p>If you agree with the End of Shift attestation statement</p> <p>A. Click the ‘Agree’ button</p> <p>B. Click the ‘Submit’ button to complete the attestation process</p> <p>If you want to cancel the attestation process, click ‘Cancel’</p>	
<p>2</p> <p>If you disagree with the End of Shift attestation statement</p> <p>C. Click the ‘Disagree’ button</p> <p>D. Click the ‘Submit’ button to complete the attestation process</p> <p>If you want to cancel the attestation process, click ‘Cancel’</p>	