New Time Clock App.

Download the uAttend app from the app store or google play. It will ask for a company **ID 10596721** it will say Meyer Enterprises.

Then it will ask for a username and password I have created these to be the same… most are your first name and last initial, however some were your first initial last name it is how-the system set it up. Once you log in you will see a screen with clock in in the middle you will need to hold your finger on the screen until the ring turns all green, punching out is the same the ring will turn yellow. You will be able to view your timecard only. If there are any changes I will need to know before 8 am Saturday morning. Please email the changes and I will verify them and adjust if needed. Email to: office.me.stg@gmail.com. If I do not have the changes by this time. It will not reflect on the upcoming pay and will be paid the following week, providing the adjustments were actual and verifiable.

Using the timeclock is mandatory and no one is excused from it.

Ladson employees will use app on phone to clock in and out.

Ace Basin employees will use app on phone to clock in and out. If they are bulk truck drivers, all drivers will report to Ladson by 7:30 am. and will punch in when going thru the gate upon arrival and will punch out when coming back thru the gate to go home.

Saint George employees will have a time clock that will have RFID cards that they will use to clock in and out. For the Bulk truck drivers, they will use the app on phone. All bulk drivers will report to Ladson by 7:30 am. and will punch in when going thru the gate upon arrival and will punch out when coming back thru the gate to go home.

Conway employees will have a time clock that will have RFID cards that they will use to clock in and out. For the Bulk truck drivers, they will use the app on phone they will report to the Florence terminal at 7:30 punch in when going thru the gate upon arrival and will punch out when coming back thru the gate to go home.

First offense with not using/ clocking in and out is a verbal warning. Second is written warning. Third is manager discretion (possible suspension or termination).

Name: _____

Signature: _____ Date: _____