

Things to Know When Editing Your Timecard

Adding a completely new entry WITH a lunch break:

Select plus sign to add entry → enter start time (BEGINNING OF WORK) → enter end time (START OF LUNCH BREAK) → out type select "Meal Punch" → SAVE ENTRY → Select plus sign to add entry → enter start time (MEAL RETURN) → enter end time (END OF WORK) → SAVE ENTRY

any shift OVER 8 hours **REQUIRES** a 30-minute rest break, no more no less

Remember:

Your **START** and **END** times should be when you **ARRIVE** to your **WORK TRUCK** and when **LEAVING** your **WORK TRUCK** at the end of the day. You should be arriving to the yard **ONE HOUR** before the time of your **FIRST AMAZON STOP**. The only exceptions are when you are starting at **HOU3** or any stop that has a drive time 45min or greater.

Arrive to yard → **PUNCH** into **ADP** → Log into **ELD** → Pre-trip truck → Begin route →

Arrive to yard → Post-trip truck → Logout of **ELD** → Logout of **ADP**

Adding Notes:

Find the date you'd like to add the note for → select the arrow on the first time pair for the day → Scroll down and select "**ADD NOTE**" → Add necessary note and **SAVE ENTRY**

Comment examples:

"Load was canceled," "Covering another driver," etc.

This will help to ensure that you are paid for your 13hours or an incentive rate if applicable.

Effective Immediate HR is no longer able to add/edit your time for you, you are in control of your timeclock and making sure it is correct. If you are having any trouble and find that editing your card is causing problems, you will have to share your **ADP** credentials with **HR**. Constant reminders to keep up with these protocols could result in **Corrective Action Notices** being issued.