

TSW Electrical Services – Atto Guidance

Atto Clock-In App – Policy & Procedure

All employees must use the **Atto Clock-In App** every working day. This records your hours for payroll and ensures accurate travel time and site time.

1. Daily Clock-In Requirements

- You must **clock in every morning** when you arrive on site or when starting approved travel.
 - You must **clock out every evening** when finishing site work or travel.
 - This must be completed **every working day**.
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2. Lunch Breaks

- A **30-minute lunch break is automatically deducted** each day.
 - You **must take** your lunch break; working through lunch must be pre-agreed.
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3. Payroll Submission

- Hours are automatically submitted to payroll **every Sunday evening**.
 - You will **only be paid** for what is shown in Atto.
 - You must ensure your entries are correct **each day**.
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4. Location Services

- Allow the app a few seconds to detect your location when clocking in.
- Mobile signal is **not required** for time recording to work.

5. Travel Time Policy (45-Minute Rule)

When the Travel Job Code Should Be Used

The **Travel** job code should only be used **when travelling to or from work exceeds 45 minutes**.

Where Travel Time Starts and Ends

- **Drivers:** Travel time starts and ends at the **driver's home address**.
- **Non-drivers:** Travel time starts and ends at the **designated local meeting point** (e.g., shared pick-up point).

6. Visits to Unit or Wholesalers

Option 1 – Days With Travel Time (45+ minutes)

- Start and finish your travel time **from your home address** (drivers) or **meeting point** (non-drivers).
- Time spent at the unit/wholesaler will be counted as part of your travel time.

Option 2 – Local Days (Within 45 Minutes)

- If working locally, you may clock in/out **at the unit or wholesaler** if that is your first or last location of the day.

7. Error Handling

- Any mistakes must be corrected by leaving a **note on the specific day** in the app.

- TSW may honour a **one-off mistake**, but **repeat errors will not be corrected**.
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8. Job Code System (Travel vs Site)

Atto now asks you to select a **Job Code** when clocking in:

Job Code Options

- **Site** – for time working on site (including all local work).
 - **Travel** – only for days where travel **exceeds 45 minutes** each way.
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9. Local Jobs (Within 45 Minutes)

- Clock in and choose **Site**.
 - Work the day as normal.
 - Clock out at the end of your shift.
 - No switching job codes required.
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10. Out-of-Town Jobs (45+ Minutes)

Used for locations such as Leeds, Manchester, Lancaster, Liverpool, etc.

Process for Drivers:

1. **Leaving home** – clock in and select **Travel**
2. **Arriving on site** – switch job to **Site**
3. **Leaving site** – switch job to **Travel**
4. **Arriving back home** – clock out

Process for Non-Drivers (Passengers):

1. **Leaving the meeting point** – clock in and select **Travel**
2. **Arriving on site** – switch to **Site**
3. **Leaving site** – switch to **Travel**

- 4. **Arriving back at meeting point** – clock out
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11. Why This System Exists

- Removes the need for notes and manual calculations
- Automatically tracks travel and working hours accurately
- Ensures payroll is correct and auditable
- Prevents errors and disputes