

TSW Electrical Services – Travel Time

Travel Pay Eligibility

- Employees are paid for **any travel that exceeds 1.5 hours per day**.
- This applies only to travel **to and from the first and last job of the day**.
- Travel **between sites** during the working day is included in normal paid hours.

Travel Recording – Atto Job Code System

All travel must now be recorded through the **Travel** job code on Atto.

Use the **Travel** code when:

- The journey to site is **over 45 minutes**, and
- You are travelling **from the driver's home address** (drivers), or
- You are travelling **from the designated meeting point** (non-drivers)

Use **Site** once you arrive at the job location.

Switch back to **Travel** when leaving site and clock out once you arrive home (drivers) or at the meeting point (non-drivers).

This system replaces all manual travel notes and calculations.

Automatic 1.5 Hour Deduction by Admin

On any day where the **Travel** job code is used:

- The admin team will **automatically deduct 1.5 hours** from the total Travel time recorded.
- Any remaining time after this deduction will be paid as **travel pay**.
- Employees no longer need to add travel times into the notes unless correcting an error.

Example:

- Atto Travel time recorded: **2 hr 30 min**
 - Automatic deduction: **1 hr 30 min**
 - Paid travel time: **1 hour**
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Visits to the Unit or Wholesalers (Start or End of Day)

If Travel Time Applies (45+ minutes to site)

- Travel time **always starts and ends at:**
 - The **driver's home address**, or
 - The **meeting point** for non-drivers
- Any visit to the **unit or wholesalers** at the start or end of the day is counted **within Travel time** and does not change the start/end point.
- You **must still clock in using Travel** from your home/meeting point, not from the unit or wholesaler.

If Working Locally (Within 45 minutes)

- You may clock in at the **unit or wholesaler** if this is the first visit of the day.
- You may clock out at the **unit or wholesaler** if this is your last stop of the day.
- Use the **Site** job code for all local work.