Clock In/Clock Out Procedure Change Effective March 2023

1. If employees use a personal device to clock in or clock out, employees are required to allow the device to allow the payroll system to track the location from where the clock in or clock out was initiated. The setting on the app must be allowed to track location while the app is in use. Otherwise, employees may use a zoo device at the zoo to clock in and clock out.
2. At regular intervals, timecard approvers will be required to randomly check the locations of clock in and clock out entries that they approve. The Finance Director will initiate and track.