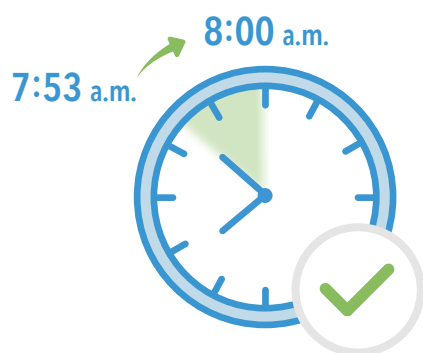


THE 7-MINUTE WINDOW

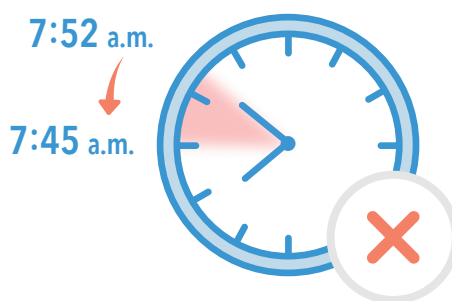
time clock procedures

EXAMPLE WORK SHIFT
8:00 a.m.–4:45 p.m.

CHECKING IN

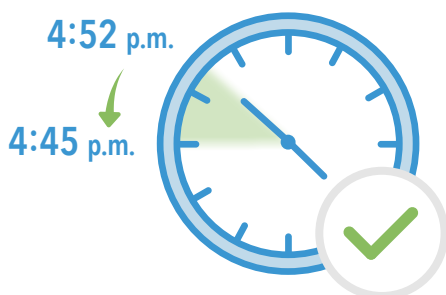


Checking IN between 7:53 and 7:59 a.m.
rounds the time forward to 8:00 a.m.

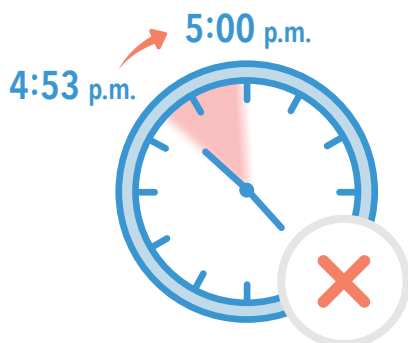


Checking IN between 7:46 and 7:52 a.m.
rounds the time back to 7:45 a.m.

CHECKING OUT



Checking OUT between 4:45 and 4:52 p.m.
rounds the time back to 4:45 p.m.



Checking OUT between 4:53 and 4:59 p.m.
rounds the time forward to 5:00 p.m.