



WHITEWATER EXPRESS CAR WASH

📞 (346) 367-2500

✉️ 106 VINTAGE PARK BLVD, #100

HOUSTON, TX 77070

📍 [WWW.WHITEWATERCW.COM](http://WWW.WHITEWATERCW.COM)

## Salaried Managers Time Clock Process

### Purpose

WhiteWater Express aims to establish a consistent and straightforward procedure for salaried managers to clock in, ensuring security/safety, accurate time tracking, and accountability for productivity and efficiency across all locations to ensure our team members are not working more / less than their job description requires.

### Scope

This procedure applies to all salaried managers holding the job title of Multi-Site Director, General Manager and Store Manager.

### Procedure

- Managers must clock in at the start of their shift and clock out at the end using the designated system (DRB or ICS). For new sites that have not yet opened, managers must use ADP to record their work hours until the site becomes operational.
- **Breaks and Meals:** Managers must clock in and out for lunch breaks exceeding 30 minutes.
- Managers must review their hours daily to ensure accuracy, confirm the correct department, and address or correct discrepancies immediately to maintain compliance with company policies.
- Managers must comply with company policy by notifying their reporting manager if they will be late or need to leave early from their scheduled shift.
- Falsifying timecards is strictly prohibited and will result in disciplinary action, up to and including termination.

### Steps for Clocking In and Out Using DRB or ICS

#### Clocking In/Out at DRB Sites

1. Open the Terminal Controller
  - Select the '**Timeclock**' tab.
2. Clock In
  - Click '**Punch In Manager**' and enter your employee number and password.
3. Clock Out
  - At the end of your shift, click '**Punch Out**' and enter your employee number and password.
4. Set Current User



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- Always use the '**Set Current User**' button to add items to sales. This option is on every terminal page.

### Clocking In/Out at ICS Sites

1. Log In
  - Open the ICS application on the terminal or designated workstation and enter your employee ID and password.
2. Go to Time Clock
  - Select 'Clock In/Out' and enter your Employee ID, User Name, or scan your finger.
3. Start Your Shift
  - Select the Clock In button (orange clock icon).
4. End Your Shift
  - Select the Clock Out button (orange clock icon).

The "**Manager**" Department in ICS will be automatically assigned to each user by default.

### Compliance

By adhering to this SOP, salaried managers at WhiteWater Express Car Wash ensure accurate time tracking, compliance with company policies, and alignment with operational standards. Consistency in following these procedures contributes to the overall efficiency, productivity, and success of our operations.

Failure to comply with these guidelines may result in corrective actions, as maintaining integrity and accountability is essential to our shared goals.

If you have any questions, please contact your Regional Director or the Payroll Department at [hr@whitewatercw.com](mailto:hr@whitewatercw.com).



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## Frequently Asked Questions (FAQ)

### **1. Why am I being asked to track my time?**

Time tracking helps ensure consistency, security, accurate record-keeping, and accountability across all locations. It also allows us to collect valuable insights and data that help us better understand your needs, improve our processes, and provide more tailored support for you.

### **2. Do I track my time when working from home on my day off or when contacted for emergencies?**

If you work from home for more than 30 minutes, contact your Area Director to have the hours added to your timecard.

### **3. Does working over or under my scheduled time affect my pay?**

No, as a salaried employee, you are exempt from overtime pay. WhiteWater expects managers to work a minimum of 45 hours per week to maintain productivity while supporting a healthy work-life balance. Time tracking is used for reporting purposes only and does not impact your salary.

### **4. If I miss a punch or need to make adjustments, can I make those changes?**

Yes, as a Manager, you can edit your timecard to correct any missed punches, including clocking in, clocking out, or lunch breaks.

### **5. Do MSDs need to clock in and out at each location?**

Yes, MSDs must clock in and out when arriving and leaving a location.

### **6. Is there a projected end date for data collection?**

No, this process is ongoing until further notice.

### **7. Which salaried employees does this policy apply to?**

This policy applies to Multi-Site Directors, General Managers and Store Managers.

### **8. If I have to run an errand or leave the location for business purposes, do I need to stay on the clock?**

Yes, you must remain on the clock while performing business-related tasks outside the location. However, any marketing-related activities require prior approval from your Area Director.