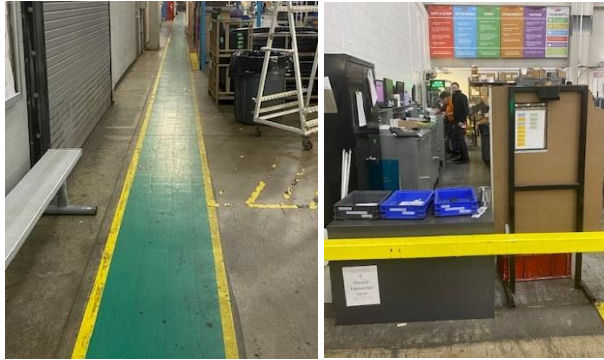


Welcome to JAC

Contract Labor Associates

Thank you for choosing JAC Products! We are excited to welcome you aboard.

When arriving on your first day, please use the main employee entrance in the back of the facility. Follow the green aisleway until you reach the supervisor hub (it will be on the left – see photos below).



Your supervisor will meet you there and provide you with safety glasses if you do not already have a pair.
Safety glasses must be worn at all times while out on the plant floor.

For your first day, you will not be able to punch in or out on the time clock. Once you have turned in your first manual transaction form (attached), HR will enter you into Dayforce and create your employee profile.

On your 2nd day and beyond, you will be able to use the last 4 digits of your SSN to clock in and out. If you ever have any issues, please see your supervisor, and complete a manual transaction form.

To report an absence, call into the Aizan Attendance Line – **833-522-7256** [**SAVE THIS PHONE NUMBER!**]

You will enter your 5-digit Employee Number (***not the last 4 digits of your SSN***) and follow the rest of the prompts until you receive confirmation that your call-in is complete.

Please contact your recruiter for your Employee Number if you are unsure

The Supervisor Team

1st Shift

BU1 (Assembly) - Jake Gleason BU3 (Molding) - Karen Hoover



2nd Shift

BU1 (Assembly) - Vito Harris BU3 (Molding) - George Preda



3rd Shift

BU3 (Molding) - Andrew Melms





MANUAL TRANSACTION FORM

Employee Information					
Employee Name:				Today's Date:	
Emp #:		Shift:		BU/Dept:	
Date of Occurrence:					
Punch Times					
Punch times are the time the employee either started or ended their work, not their scheduled start or end time. Falsification of time worked will result in disciplinary action, up to and including termination.					
<input type="checkbox"/> Failure to Clock In (write in start time ->)	Start Time:				
<input type="checkbox"/> Failure to Clock Out (write in end time ->)	End Time:				
Reason for Manual Punch (must select one)					
<input type="checkbox"/> Forgot to punch in or out	<input type="checkbox"/> Worked during an unpaid break				
<input type="checkbox"/> Lost Badge	<input type="checkbox"/> New Badge/Barcode				
<input type="checkbox"/> Other _____					
Employee Acknowledgement					
To the best of my knowledge, the information on this form is accurate and correct. I understand that it is my responsibility to get any payroll related issues corrected with my Supervisor. I am responsible for any changes to the above information and required to assist in maintaining the accuracy of my employee records. I understand that repeated failures to clock in and out may result in disciplinary action up to and including termination.					
Employee Signature:				Date:	
Supervisor Acknowledgement					
Date and Time employee reported issue to supervisor:					
Supervisor Signature:				Date:	
Human Resources					
HR Signature:				Date:	