



**Week
to go**

PROJECT CHIPS COUNTDOWN





**ARE YOU
READY?**

FRIENDLY REMINDER

Clocking in & out starts on:

October 9: Whitecourt & Fox Creek



Please do not start clocking in before this as it creates unnecessary data that needs to be manually cleared out of the system

Hourly employees FAQs



Do I have to use the same clock each & every time?

No, our mills have more than one clock. You can clock in & out at any clock at your mill.

Do I have to clock in & out for my breaks & lunch?

No, you only need to clock in at the beginning & end of your shift.

Do I have to clock in & out if I physically leave the site during a shift?

Yes.

What happens if I forget to clock in or out?

This is known as a missed punch.

Your supervisor will see this as an exception on your timecard. Your supervisor will discuss with you & can adjust your time manually in your timecard.

Hourly employees FAQs



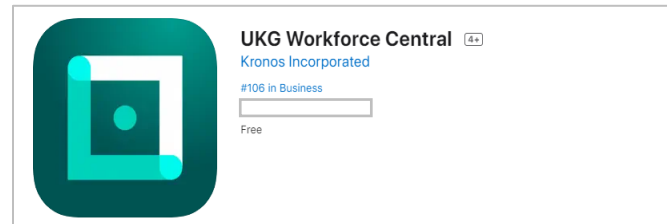
Hourly employees FAQs



I'd like to be able to see my schedule on my mobile device – is this possible?

Yes, you can access your work schedule, see your timecard build in real time & request vacation time off via the **UKG Workforce Central** app.

It's a free app available from your app store:



Ask your supervisor for a job aid on how to log into this app.

NOTE:

The app is **not** used to clock in & out.

The 'physical' timeclocks are used for time capture.

When is my first pay in the Canfor payroll system?

- Hourly employees: Friday, October 28

When is my pay statement available?

Pay statements are available to view the Thursday prior to your Friday pay day

Where can I access my pay statement?

Via HR Online on a computer or mobile device

**All employee
FAQs**



All employee FAQs



How do I access HR Online from my mobile device?

You can access HRO via the SuccessFactors app.

It's a free app available from your app store:



There is a job aid that shows you how to log into this app

- **Hourly employees:** ask your supervisor for a copy
- **Salaried employees:** watch your email for a link

Have questions?

Contact your local change champion

Fox Creek

Names go here

Spruceland

Names go here

Whitecourt

Names go here

