



We are excited to announce that the Kronos Mobile App will be available for use during the **2023 National Sales Meeting (NSM)** to help you easily clock in and out throughout the event. If you are not currently using this app but plan to during NSM, we recommend that you familiarize yourself with the app's functionality in the weeks before the event to avoid potential issues.

Which NSM Events Are Considered “Work Time” — When Should I Clock In?

Please clock in for the time you spend: (1) traveling to/from Orlando; and (2) while at NSM, attending mandatory meetings and events, including any required time spent on the bus to/from the meetings or events.

Which NSM Events Are Not Considered “Work Time” — When Should I Clock Out?

Events that are not considered work time include meal breaks and scheduled free periods. Refer to the table below for examples of events that are and are not considered work time.

Event	Action
Optional 1-Hour Breakfast	Do not clock in during this event, as it is not considered work time.
Mandatory Morning Meetings	Clock in! If you are required to take a bus, please record any time spent traveling to and from your hotel.
Optional Lunch	Please clock out for the break.
Mandatory Afternoon Meetings	Clock back in!
Free Periods and Optional Social Time	Please clock out during any free periods.
Mandatory Evening Event/Dinner	Clock back in! If you are required to take a bus, please record any time spent traveling to and from your hotel.
Rest/Sleep	Please clock out and get some rest!

Example Clock In/Clock Out For NSM

Monday, January 28th	Clock In	Clock Out
Optional Breakfast	—	—
Mandatory Morning Meetings	9:15a	12:15p

Monday, January 28th	Clock In	Clock Out
Optional Lunch	—	—
Mandatory PM Meetings	1:00p	4:00p
Afternoon Break	—	—
Mandatory Evening Dinner/Event	5:15p (take bus)	10:15p (bus back at hotel)

Note: Punch-in and punch-out times recorded on the Kronos Mobile App during NSM will be displayed in your store's time zone. **DO NOT modify your punch times to account for differences in time zones.** Human Resources, Loss Prevention, and Payroll are all aware of this difference, and it will NOT impact the number of hours recorded or compensated.

Example: : Your store is in the Pacific Standard Time Zone, and at NSM you punch-in at 8:00AM Eastern Standard Time. The punch-in will appear as 5:00AM on your timecard. This is due to your store being in the Pacific Standard Time Zone, which is three hours behind Eastern Standard Time. **DO NOT modify your punch times to change the time zone to Eastern Standard Time.**

How do I keep track of my time during NSM?

You can easily clock in and out using the Kronos Mobile App, which can be downloaded to your mobile device. Please note that the usage of this app is encouraged but voluntary. If you choose not to utilize the Kronos Mobile App, please track your time manually and enter it into Kronos upon returning to your store.

Regardless of whether you record time manually or with the Kronos Mobile App, it is critical that you enter the actual times worked, as noted in the example above. **You must enter a punch-in and punch-out time to appropriately record your time for this event. It is important that you enter punch-in and punch-out times, NOT the total number of hours, to be properly compensated for these days.**

What's Expected When I Return Home From NSM?

While NSM can be a long week for attendees, it is also a long week for your store teams and customers, who are operating without you! We don't want anyone – you or your team – to work an unreasonable number of consecutive days during the week of NSM.

Please schedule yourself for at least one full day of work in-store on either Thursday, Friday, or Saturday. Store Managers should **not** schedule themselves off work for the remainder of the week of NSM unless they are using Vacation or Personal Holiday time with District Leadership's approval.

Please check your schedule and verify that you are working the appropriate hours. Your District Leadership teams will check schedules on Monday and will follow up with any Store Managers who still need to correct scheduling issues.

Thank you in advance for your cooperation.

Let the countdown to NSM begin!

—Human Resources & Workforce Optimization