Leads or Elites CANNOT report your time for you.. This is not even an option any longer. <mark>YOU MUST REPORT YOUR OWN TIME IN PROD</mark>. You MUST have your personal 4-digit PIN in order to report your time. ***<mark>WATCH THE ATTACHED MP4 instructional video, TURN UP YOUR VOLUMN!</mark>***

Log into PROD https://prod.sasretail.com/en/field/ (save this link on your phone)
Username: firstname.lastname (example: John.smith)
Password: **ONLY YOU KNOW THIS PASSWORD**

If you cannot sign on, you will need to call the Associate Service Center at 1-888-900-4276 or create a help desk ticket @ https://helpdesk.asmnet.com/hc/en-us

Watch the attached screen recording that is a step by step to report/punch your time in PROD. You MUST report your travel time THE DAY OF TRAVEL and email your travel time to the PROJECT lead, elite and supervisor and you must report your any work shift hours BEFORE YOU LEAVE THE SHIFT including any lunch time AND sign in/out on the paper sign in sheet. ***You do NOT report drive time and you do NOT load/report expenses.***

Ladies & Gentlemen, this is CRUCIAL that you learn how to do this. If YOUR time is not punched/reported; payroll does not get processed and if payroll is not processed YOU DO NOT GET PAID on time.
THIS PROCESS IS NOT OPTIONAL.

<mark>Supervisor nor Ops will NOT be reporting your time, **THIS IS YOUR RESPONSIBILITY**.. Everyone wants to get paid for their time and this is the ONLY way that can happen.</mark> Remember time MUST be reported accurately. Falsification of time is considered FRAUD and will result in disciplinary action up to termination.

I apologize for the low quality of the attached video; it was the only way to make the file small enough to send. PLEASE WATCH THIS COMPLETE VIDEO.

Clocking in on a group work shift is SLIGHTLY different.. You scroll down and find YOUR NAME, click on YOUR NAME and enter your PIN to punch the time but the process is the same.