



DESIGN BUILD
LIC# 812448

How Timekeeping & GPS Works (eBacon App)

Most Important:

- Your location is being tracked when you are at work, but only your location when you clock in, clock out, or change tasks.
- You need to configure your phone's settings so that the app only tracks location while you are using it.
- If you are using the app on your personal phone, you may request a \$25 per month reimbursement through the payroll portal. You will have to upload a receipt for a phone payment in your name.

To make sure everyone is paid accurately and jobs are tracked correctly, we use the eBacon timekeeping app.

What the App Tracks

The app records:

- Your **clock-in and clock-out times**
- The **job and task (cost code)** you are working on
- Your **location at the moment you clock in and out**

👉 This confirms that you are on the correct jobsite when you start and finish work.

What the App Does NOT Do

- It does **not track your location all day**
 - It does **not monitor your movements**
 - It does **not access personal data on your phone (texts, photos, etc.)**
 - It does **not track you when you are off the clock**
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When Location Tracking Happens

Location is only captured when you:

- Clock in
- Clock out
- Switch between jobs or tasks (if applicable)
- Tracking is tied to your work time only.



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Using Your Personal Phone

If you choose to use your personal phone:

- The app will only track your location **while you are clocked in**
 - You are free to disable location access when you are off the clock
 - If you are using the app on your personal phone, you may request a \$25 per month reimbursement through the payroll portal. You will have to upload a receipt for a phone payment in your name.
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Your Responsibilities

- Clock in when you start work
 - Clock out when you stop work
 - Select the correct job and task
 - Report any errors immediately
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Important Reminder

- All time worked must be recorded and will be paid
 - Overtime must be approved in advance
 - Working off the clock is not allowed
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Questions

If you have any concerns about timekeeping or privacy, please contact management.