



Timesheet Tracking and Meal Tracking Acknowledgement Form

Daily Clock In/Out

It is the responsibility of each employee to clock in and out at the beginning and end of each scheduled workday, lunch period, and break in order to be compensated for the time worked and to report all time worked, meal periods, and/or breaks accurately and completely for each pay period. Any falsification or misrepresentation of time and attendance information may result in disciplinary action, up to and including termination.

Missed Punches and Adjustments

Employees who miss a punch must notify their Manager/Supervisor immediately, so their manager can ensure accurate recording of time. Under no circumstances should an employee adjust their own timesheet. Corrections should always be made by the Store Manager. Excessive missed punches without a valid reason may be subject to disciplinary action up to and including termination.

During training you should also receive a copy of the below documents from your manager. Please reach out to people_ops@sandboxvr.com if you have any concerns.

- “Using the Deputy Kiosk App” Document
- “Sandbox VR Time Tracking Policies” Document

By signing this document, you acknowledge that you understand the above information.

A stylized, handwritten signature in black ink.

Name: Luis Angel Soberanis-Pacheco

Date: 04/07/2022

A handwritten signature in black ink that reads "Helen Wong".

Name: Helen Wong

Title: Office Manager

Date: 04/07/2022

