# TASE Core Knowledge Check - Attendance Policies

### **1. Attendance Policies**

#### 1.1 How do absences affect your team?

How do absences affect your team?	
O Your team members get to step up and grow	
Your team members have to take on extra work	
Only the absent employee is affected	
Absences don't affect your team members	
	Submit

Correct	Choice	Feedback
	Your team members get to step up and grow	
x	Your team members have to take on extra work	
	Only the absent employee is affected	
	Absences don't affect your team members	

How do al	osences affect your team?	
O Your tean	n members get to step up and grow	
<ul><li>Your to</li><li>Only the</li></ul>	$\mathbf{x}$	
Absend	Incorrect	
	Not quite! Absences can have a great impact on your team members.	
	Try Again	
		Submit

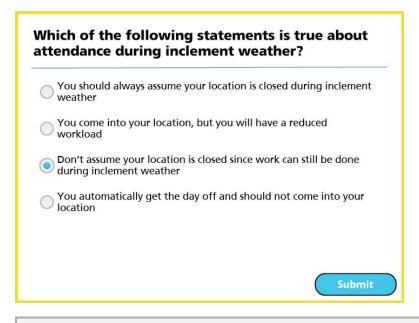
How do ab	sences affect your team?	
Your team	members get to step up and grow	
Only th	Incorrect	
Absent	Not quite! Absences affect the entire team, not just the individual employee.	
	Try Again	
		Submit

How do at	osences affect your team?	
O Your tean	n members get to step up and grow	
<ul> <li>Your to</li> <li>Only the</li> </ul>		
Absend	Correct	
	Great work! Absences mean fewer employees at your location, so your team members must take on those additional responsibilities.	
		Submit

## Incorrect (Slide Layer)

How do ab	sences affect your team?	
O Your team	members get to step up and grow	_
Your to Only ti	×	
Absend	Incorrect Not quite! Absences are not a development opportunity for your team members.	
	Try Again	
		Submit

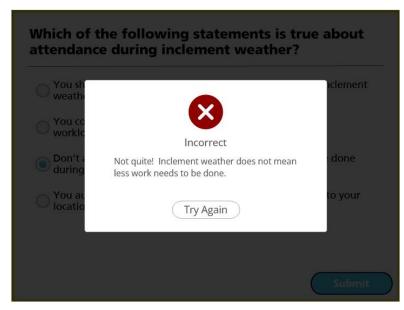
# **1.2** Which of the following statements is true about attendance during inclement weather?



Correct	Choice	Feedback
	You should always assume your location is closed during inclement weather	
	You come into your location, but you will have a reduced workload	
х	Don't assume your location is closed since work can still be done during inclement weather	
	You automatically get the day off and should not come into your location	

	the following statements is tr e during inclement weather?	
You sh weath You co worklc	$\mathbf{x}$	iclement
Don't a     during	Incorrect Not quite! Inclement weather does not always mean your location will be closed.	done
O You at locatio	Try Again	to your
		Submit

	he following statements is tr e during inclement weather?	ue about
You sh weath You co worklc Don't a during You au locatio	Correct Great work! Location tasks, such as cleaning, can still be completed during inclement weather.	done to your
		Submit



#### **Incorrect (Slide Layer)**

	he following statements is tr e during inclement weather?	ue about
You sh weath	$\mathbf{x}$	iclement
• workic • Don't a during	Incorrect Not quite! Inclement weather does not always mean your location will be closed.	done
O You at locatic	Try Again	to your
		Submit

# **1.3** Who do you contact if you will be absent and/or to check on weather closings?

Vho do you contact if you will be abs o check on weather closings?	ent and/or
Your MOD	
O Your Location Manager	
The corporate office	
Any of your non-management team members	
	Submit

Correct	Choice	Feedback
X	Your MOD	
	Your Location Manager	
	The corporate office	
	Any of your non-management team members	

	ou contact if you will be abse on weather closings?	nt and/or
Your N Your L The co	×	
Any of	Incorrect Not quite! Your point of contact for absences and weather closings is someone with managerial responsibilities. Try Again	
		Submit

	ou contact if you will be absent and/or on weather closings?	
Your N Your L The co	8	
Any of	Incorrect Not quite! Your point of contact for absences and weather closings is someone more involved in managing your location's day-to-day operations. Try Again	
	Subm	it D

	ou contact if you will be abse n weather closings?	nt and/or
<ul> <li>Your N</li> <li>Your L</li> <li>The co</li> </ul>	Incorrect	
Any of	Not quite! Your Location Manager is not the manager you will contact for absences and weather closings.	
		Submit

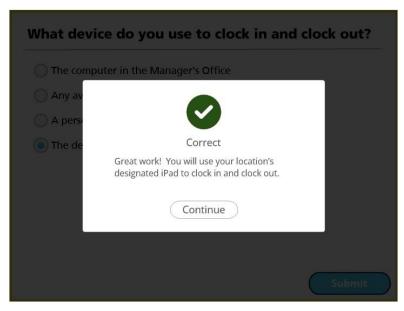
#### Correct (Slide Layer)

	ou contact if you will be abser n weather closings?	nt and/or
Your M Your L		
O The co	Correct Great work! Your MOD is your point of contact	
O Any of	for absences and weather closings.	
	Continue	
		Submit

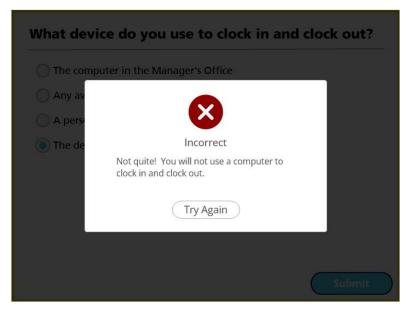
**1.4 What device do you use to clock in and clock out?** 

What device do you use to clock in and clock out?
The computer in the Manager's Office
O Any available computer
A personal device
The designated iPad
Submit

Correct	Choice	Feedback
	The computer in the Manager's Office	
	Any available computer	
	A personal device	
x	The designated iPad	



What devi	ce do you use to clock in and clock out?
<ul> <li>The comp</li> <li>Any av</li> <li>A person</li> <li>The de</li> </ul>	uter in the Manager's Office Incorrect Not quite! You will use a company-owned device to clock in and clock out. Try Again
	Submit



#### **Incorrect (Slide Layer)**

What dev	ice do you use to clock in and	clock out?
Any av	outer in the Manager's Office	
A pers	$\mathbf{x}$	
The de	Incorrect Not quite! You will use the Manager's Office's	
	computer to submit your observational checklist, but you will not use it to clock in and clock out.	
	Try Again	
		Submit

1.5 Which app do you use to clock in and clock out?

Which app do you use to clock in and	clock out?
O Beekeeper	
ADP	
HR Cloud	
C Litmos	
	Submit

Correct	Choice	Feedback	
	Beekeeper		
X	ADP		
	HR Cloud		
	Litmos		

Which app	o do you use to clock in and cl	ock out?
Beekeepe	r	
ADP     HR Clo	$\bigotimes$	
C Litmos	Incorrect	
	Not quite! You will use Litmos to manage your learning, such as through completing online courses for your new employee training. Try Again	
		Submit

Which app	o do you use to clock in and cl	ock out?
O Beekeepe	er	
ADP		
🔿 Litmos	Incorrect	
	Not quite! You used HR Cloud during the initial steps of your onboarding process, but you will not be using it often from this point forward.	
	Try Again	
		Submit

Which app do you use to clock in and clock out?			
Beekeeper	•		
ADP			
C Litmos	Correct Great work! You will use the ADP app to		
	clock in and clock out.		
	Close		
		Submit	

Which app	o do you use to clock in and cl	ock out?
Beekeepe     ADP     HR Clo     Litmos	r Incorrect	
	Not quite! You will use Beekeeper similarly to a social media platform to keep track of company updates, volunteer opportunities, and more.	
		Submit