

TASE Core Knowledge Check - Attendance Policies

1. Attendance Policies

1.1 How do absences affect your team?

(Multiple Choice, 10 points, unlimited attempts permitted)

How do absences affect your team?

☐

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	

Incorrect (Slide Layer)

How do absences affect your team?

- ☐ Your team members get to step up and grow
- ☒ Your team members get to step up and grow
- ☐ Only the team leader gets to step up and grow
- ☐ Absences affect the entire team, not just the individual employee.



Incorrect

Not quite! Absences can have a great impact on your team members.


Try Again

Submit

Incorrect (Slide Layer)

How do absences affect your team?

- ☐ Your team members get to step up and grow
- ☒ Your team members get to step up and grow
- ☐ Only the team leader gets to step up and grow
- ☐ Absences affect the entire team, not just the individual employee.



Incorrect

Not quite! Absences affect the entire team, not just the individual employee.


Try Again

Submit

Correct (Slide Layer)

How do absences affect your team?

- ☐ Your team members get to step up and grow
- ☒ Your team members must take on additional responsibilities
- ☐ Only the absent team members must take on additional responsibilities
- ☐ Absences mean fewer employees at your location, so your team members must take on those additional responsibilities.



Correct

Great work! Absences mean fewer employees at your location, so your team members must take on those additional responsibilities.


Continue

Submit

Incorrect (Slide Layer)

How do absences affect your team?

- ☐ Your team members get to step up and grow
- ☒ Your team members must take on additional responsibilities
- ☐ Only the absent team members must take on additional responsibilities
- ☐ Absences mean fewer employees at your location, so your team members must take on those additional responsibilities.



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?

(Multiple Choice, 10 points, unlimited attempts permitted)

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

- ☐ You should always assume your location is closed during inclement weather
- ☐ You come into your location, but you will have a reduced workload
- ☒ 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

Submit

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	
X	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	

Incorrect (Slide Layer)

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

- ☐ You should work during inclement weather.
- ☐ You can work during inclement weather.
- ☒ Don't work during inclement weather.
- ☐ You can work during inclement weather.

Incorrect

Not quite! Inclement weather does not always mean your location will be closed.

[Try Again](#)

[Submit](#)

Correct (Slide Layer)

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

- ☐ You should work during inclement weather.
- ☐ You can work during inclement weather.
- ☒ Don't work during inclement weather.
- ☐ You can work during inclement weather.

Correct

Great work! Location tasks, such as cleaning, can still be completed during inclement weather.

[Continue](#)

[Submit](#)

Incorrect (Slide Layer)

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

- ☐ You should work during inclement weather.
- ☐ You can work during inclement weather.
- ☒ Don't work during inclement weather.
- ☐ You are not allowed to work during inclement weather.

Incorrect

Not quite! Inclement weather does not mean less work needs to be done.

Try Again

Submit

Incorrect (Slide Layer)

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

- ☐ You should work during inclement weather.
- ☐ You can work during inclement weather.
- ☒ Don't work during inclement weather.
- ☐ You are not allowed to work during inclement weather.

Incorrect

Not quite! Inclement weather does not always mean your location will be closed.

Try Again

Submit

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

(Multiple Choice, 10 points, unlimited attempts permitted)

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

- ☒ Your MOD
- ☐ 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	

Incorrect (Slide Layer)

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

☒ Your Manager
☐ Your Location
☐ The company
☐ Any of the above



Incorrect

Not quite! Your point of contact for absences and weather closings is someone with managerial responsibilities.


Try Again

Submit

Incorrect (Slide Layer)

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

☒ Your Manager
☐ Your Location
☐ The company
☐ Any of the above



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

Submit

Incorrect (Slide Layer)

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

☒ Your M
☐ Your L
☐ The co
☐ Any of



Incorrect

Not quite! Your Location Manager is not the manager you will contact for absences and weather closings.


Try Again

Submit

Correct (Slide Layer)

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

☒ Your M
☐ Your L
☐ The co
☐ Any of



Correct

Great work! Your MOD is your point of contact for absences and weather closings.

Continue

Submit

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

(Multiple Choice, 10 points, unlimited attempts permitted)

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

- ☐ The computer in the Manager's Office
- ☐ 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	

Correct (Slide Layer)

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

- ☐ The computer in the Manager's Office
- ☐ Any available device
- ☐ A personal device
- ☒ The designated iPad



Correct

Great work! You will use your location's designated iPad to clock in and clock out.


Continue

Submit

Incorrect (Slide Layer)

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

- ☐ The computer in the Manager's Office
- ☐ Any available device
- ☐ A personal device
- ☒ The designated iPad



Incorrect

Not quite! You will use a company-owned device to clock in and clock out.


Try Again

Submit

Incorrect (Slide Layer)

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

- ☐ The computer in the Manager's Office
- ☐ Any available computer
- ☐ A personal device
- ☒ The device in the Manager's Office



Incorrect

Not quite! You will not use a computer to clock in and clock out.


Try Again

Submit

Incorrect (Slide Layer)

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

- ☐ The computer in the Manager's Office
- ☐ Any available computer
- ☐ A personal device
- ☒ The device in the Manager's Office



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?

(Multiple Choice, 10 points, unlimited attempts permitted)

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

- ☐ Beekeeper
- ☒ ADP
- ☐ HR Cloud
- ☐ Litmos


Submit

Correct	Choice	Feedback
	Beekeeper	
X	ADP	
	HR Cloud	
	Litmos	

Incorrect (Slide Layer)

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

- ☐ Beekeeper
- ☒ ADP
- ☐ HR Cloud
- ☐ 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

Incorrect (Slide Layer)

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

- ☐ Beekeeper
- ☒ ADP
- ☐ HR Cloud
- ☐ 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

Correct (Slide Layer)

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

- ☐ Beekeeper
- ☒ ADP
- ☐ HR Clo
- ☐ Litmos



Correct

Great work! You will use the ADP app to clock in and clock out.


Close

Submit

Incorrect (Slide Layer)

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

- ☐ Beekeeper
- ☒ ADP
- ☐ HR Clo
- ☐ Litmos



Incorrect

Not quite! You will use Beekeeper similarly to a social media platform to keep track of company updates, volunteer opportunities, and more.

Try Again

Submit