



**To:** All DSPs, Lead DSPs, and Program Hourly Staff Members  
**From:** Alicia McCallum, Chief Operating Officer  
**Date:** March 26, 2025  
**Subject:** Important Update: Time Clock Changes Effective May 1

Dear Team:

Starting **May 1**, there will be a change in how time is tracked when clocking in and out. Please take note of the following updates:

- The **clock-in grace period** will be reduced from **7 minutes to 4 minutes**.
- Time will now be **rounded in 5-minute increments** instead of 15-minute increments. This applies to both clocking in and out.
- If you are late, you will need to **use PTO in 5-minute increments** to cover the time.
- Your **timecard format will look different** due to these changes.

Please plan accordingly to ensure you arrive and leave on time. If you have any questions, feel free to reach out to me or your site's Program Director.

In the month of April, there will also be an LMS acknowledgement of this change.

Thank you for your attention to this update!

Alicia