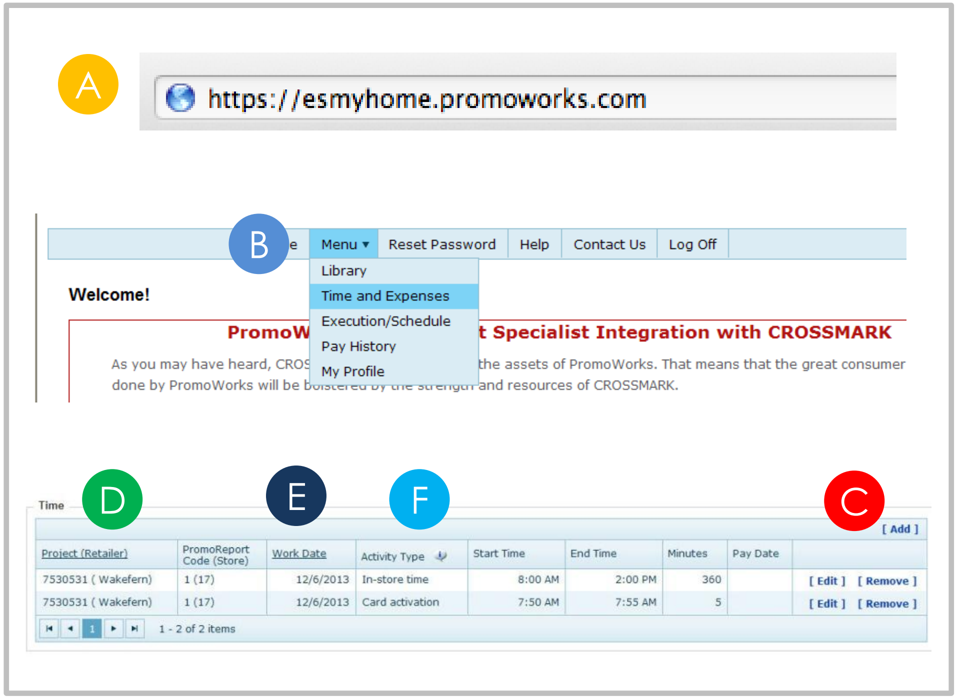
Time Reporting Procedure

As of 1/1/2014 all representatives performing events for PromoWorks will be converted to W2 employees for CROSSMARK. As part of that transition you will be required to report time via the Time and Expenses screen within the PromoWorks Engagement Specialist portal for each event scheduled.



- **A** Log in to: https://esmyhome.promoworks.com
- **B** Click **Menu** and select the **New Time and Expense** option. The first section of the screen is for searching existing entries.
- **C** **Click the Add button** in the time grid.
- **D** **Select the project** you wish to report time against from the project (retailer) drop down list.
- **E** **Enter or select the date** on which the specific work activity occurred.
- **F** **Select the activity type** that you are reporting time against.

Please note that you are required to take meal periods and rest breaks as applicable by law. Please contact your supervisor if you need clarification of when these are applicable.

CROSSMARK®

Time and Expense Reporting Procedure Considerations

Notes:

If you are only scheduled to execute one event for the project selected, then the PromoReport Code (Store) drop down list should be pre-populated with the information for the day scheduled.

If, however you are scheduled for multiple events for the same project you must select the PromoReport Code or Store option that corresponds to the store day for which you are reporting time.

Next, you will need to enter or select from the calendar control the date on which the specific work activity occurred.

Please Note: some activities will be performed on days other than the date that the event is scheduled.

Please be sure to enter the date that the actual work was performed.

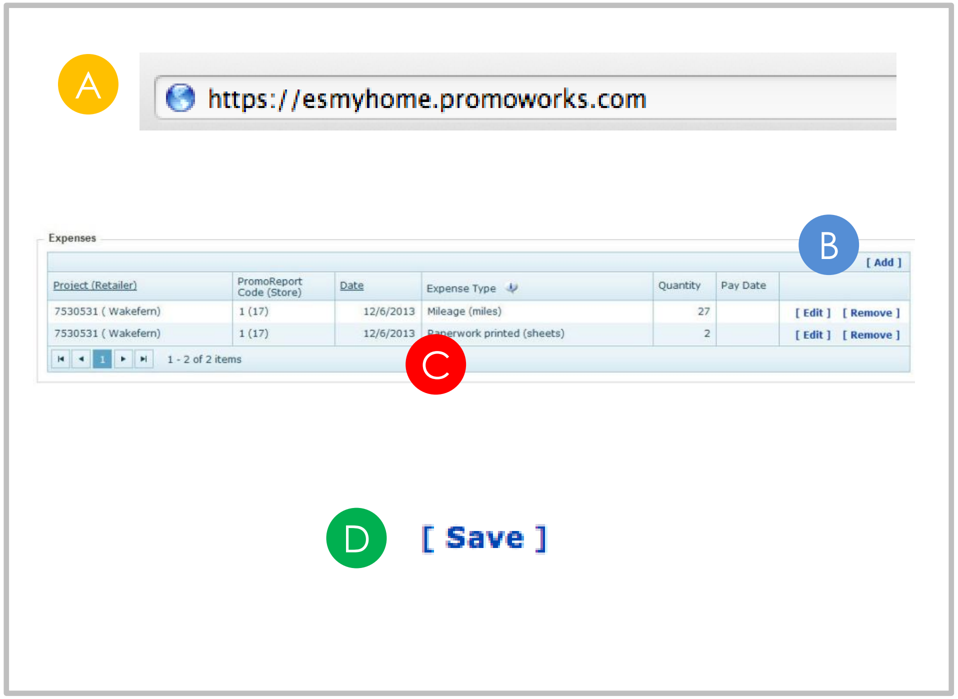
You will then need to select the activity type that you are reporting time against.

In many instances you will need to record multiple in-store activities for the same date to correctly represent in-store work time as well as breaks or meal periods taken.

CROSSMARK®

Expense Reporting Procedure

You will also use the Time and Expenses screen to reflect some additional expenses that you may have incurred as a function of performing the in-store event. To report expenses related to mileage and printing, follow the procedure below.



A Log in to: https://esmyhome.promoworks.com

B Click the **Add** button in the Expenses grid, and make the same project, store and date selections as you made for your time entry.

C **Confirm** the time entered is complete and accurate for each entry.

D **Submit** your entry.

Please be sure to confirm the time entered is complete and accurate for each of the activities recorded.

To report any additional expenses related to an event where there is not an applicable option available on the Time and Expenses you will need to submit those additional expenses via the Concur system accessible via www.crossmarkconnect.com