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**To: All PFH Employees & Supervisors**  
**From: Crystal Renner, Director of Human Resources**  
**Date: July 23, 2024**  
**Re: Mobile Clock-in/Clock-out Feature Disabled in Infor App**

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Hello Team!

After a recent HRIS discovery, it has come to our attention that there is an issue with our mobile timekeeping system, resulting in inconsistent access for many employees.

After careful consideration, and to maintain the integrity and accuracy of our recordkeeping, we have decided to disable the mobile timekeeping feature in the Infor app for PFH employees.

***Effective Wednesday, July 24, all clock punches must be completed at the designated timeclocks located throughout the plant.***

***Plant Floor Hourly Employees will no longer be able to clock in or clock out on the Infor mobile app.***

Please ensure that you clock in and out at the appropriate times using the timeclocks located in your work area.

Certain exceptions have been made for hourly employees that travel regularly, such as truck drivers and some members of the R&D team.

If you have any questions or need assistance, please speak with your supervisor or a member of your HR team.

We appreciate your understanding and cooperation as we implement these changes.

Thank you for everything that you do! Have a wonderful day!