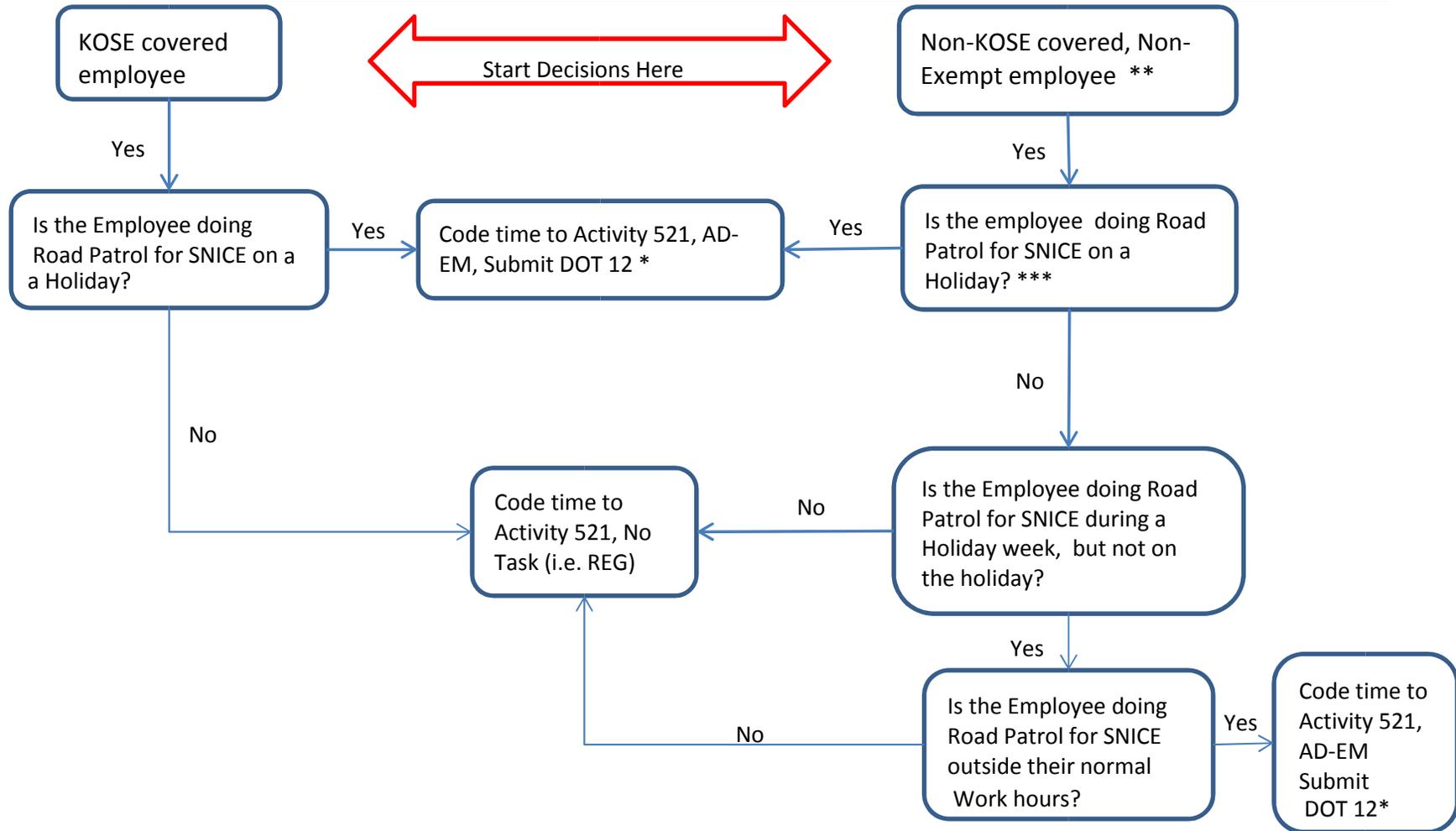


DECISION TREE FOR ROAD PATROL FOR SNICE

Rev. 12/17



* For Non-Exempt Crew Card employees, submit the HW-EM event link that will generate the Form 12

** Exempt Employees performing Road Patrol on a Holiday, or any time outside their normal work hours code time to 521, AD-EM.

** Exempt Employees performing Road Patrol during normal work hours, code time to 521, No Task (i.e. REG).

*** Temporary Employees will always charge their time to 521, No Task