

## Training & Scoring Paycheck Hours (OET)

### Getting Paid—Record Your Hours

You will train and score in MetriTech’s online platform (MTScore). You might also be assigned to score in one of our client’s online platforms (PBT or CBT).

At the end of each workday, you will login to our online time keeping program, **MT Time**, to record the time you spent training or scoring in all platforms. Instructions for using MT Time, along with your unique login credentials, will be provided when you are invited to start training. It is your responsibility to record your time accurately in MT Time **by the end of each day**, for paycheck purposes. **Deliberate misuse of MT Time is time fraud, and is cause for immediate dismissal.**

**Do not train or work “off the clock.” You cannot choose to train or work “on your own time,” unpaid.**

Time you should record in MT Time:

1. Initial training and qualifying
2. Scoring
3. Retraining or reviewing, if/when it is specifically assigned to you
4. Time reading or writing messages or emails to/from master scorers and scoring managers

**Do not login to any platforms to wait for scoring work to appear**, or for reviewing/retraining on anything not specifically assigned to you. You are not paid for time spent on menus, lists, the MTScore homepage, and any other pages where there is no work to do.

Your MT Time entries will be reconciled against time and production records from all online platforms you access. **Email HR with any questions about how to properly use MT Time.**

### Paid Training

**You do not have unlimited hours or days to train.** OET training is expected to take 12–15 hours. Plan to start training on your next scheduled shift after your new employee paperwork has been approved by HR. Plan to finish training within about one week of starting it.

You may train on a somewhat different schedule than your regular work schedule, if you can work different shifts **in order to complete training sooner**. But parameters still apply:

- 2-hour minimum training shift, unless you are finishing an end of training test (no training for a few minutes or an hour at a time)
- 10 hours maximum in one day
- 30 minute off the clock meal break required during a shift of 7.5 hours or more
- Avoid gaps of more than 2–3 days between training sessions

**I have read, understood, and will follow these policies and procedures.**

**I understand that I must use the MT Time platform in order to properly record my time to be paid.**

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Printed Name

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Signature

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Date