Checking In

Employees, freelancers, and guests to the Prettybird/Ventureland US office must check in with reception. It is crucial that we maintain an up-to-date list of everyone physically in the office, and there are no exceptions for anyone.

- Checking in is not a substitute for tracking work hours vi Paychex, but is simply a record of who is physically in the office.
- Reception is able to check in employees, freelancers, and guests, but we request that everyone take the time to check themselves in and out when entering and exiting the building.
- Check in and check out events are logged and connected with our security camera system .

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