

The following guide explains the **Time & Attendance** system. Some of the features described below may or may not apply to you.

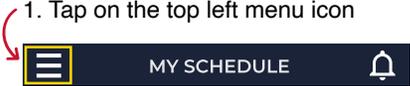
How To Install The App

1. Go to  Google Play Store or  iOS App Store.
2. In the search bar, enter the **app name provided by your manager**.
3. Once selected tap **Install** or **Get**.

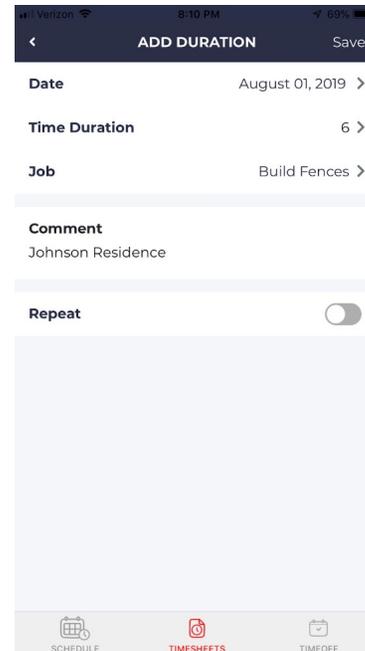
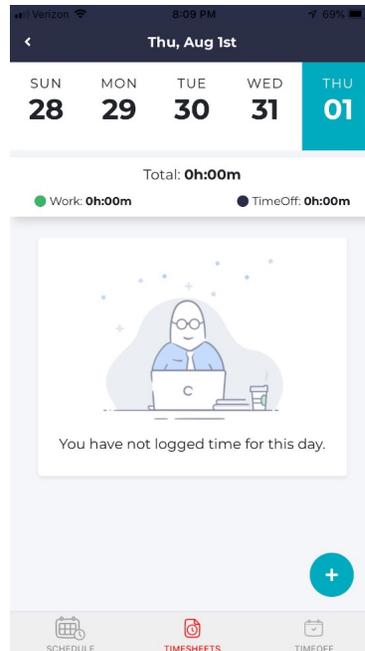
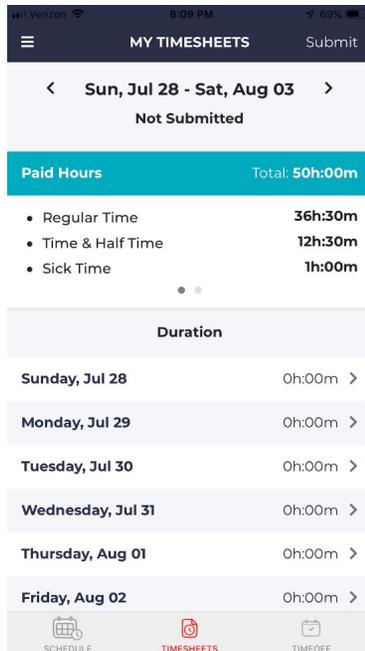
How To Sign In

1. Open the **Application**.
2. Enter your **Email** and **Password**.
3. Tap on **login** button.

How To Sign Out

1. Tap on the top left menu icon  **MY SCHEDULE** 
2. Tap on the **Sign Out** option

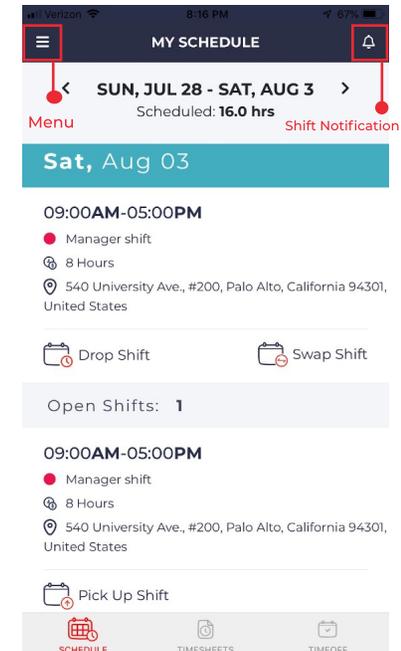
How To Enter Time Duration



1. Go to **Timesheets** tab.
2. Tap on the desired **Date** to enter time.
3. Tap on the  icon.

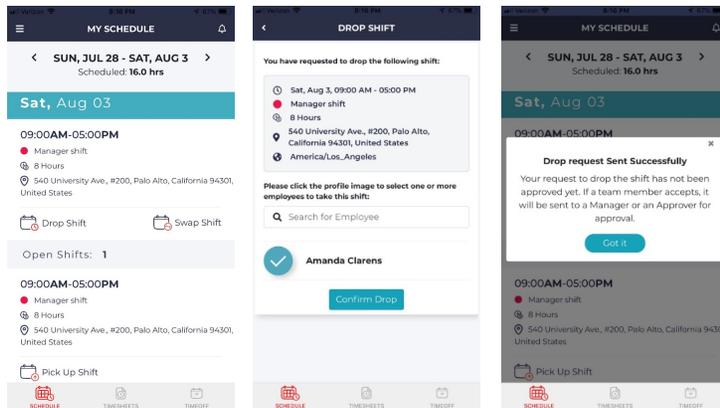
4. Enter **Time Duration** hours.
5. Select the **Job** type.
6. Click the **Save** icon in the top right corner.

How To View Your Schedule



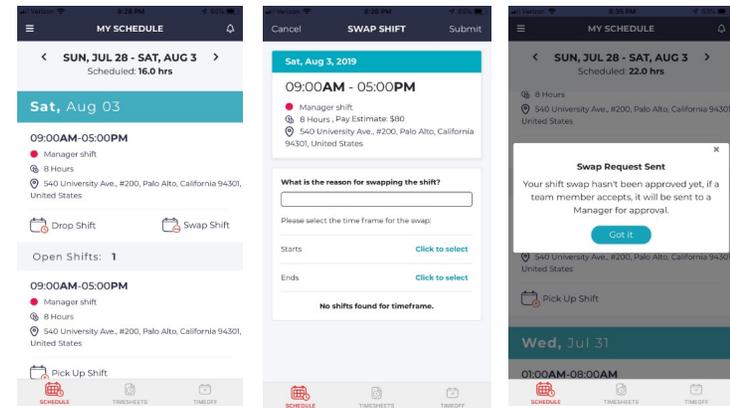
1. Tap on the **Schedule** icon in the bottom menu bar.

How To Drop A Shift



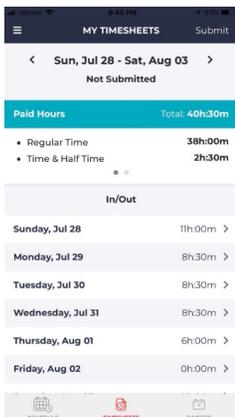
1. Tap on the **Schedule** icon.
2. Tap on **Drop Shift**, under the shift you want to drop.
3. You will be navigated to the **Drop Shift** page. Select the employees you want, to pick up your shift. There is no limit on the number of employees you can select.
4. Tap the **Confirm Drop** button.

How To Swap A Shift



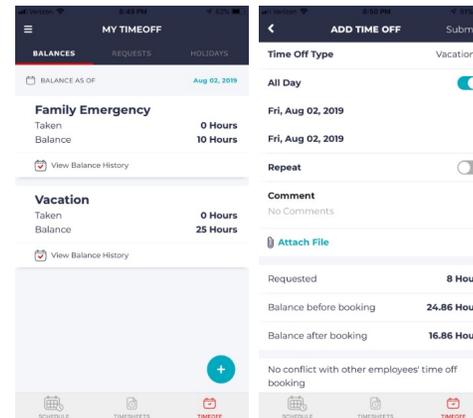
1. Tap on the **Schedule** icon.
2. Tap on **Swap Shift**, under the shift you want to swap.
3. You will be navigated to the **Swap Shift** page.
4. Input **start** and the **End Date** of the swap shift.
5. Choose the **Employee** and tap on the **submit** button.

How To View & Submit Timesheet



1. Tap on the **Timesheet** icon from the bottom menu bar.
2. Review the summary of your **Paid Hours**.
3. Tap on the date “>” arrow mark to view the punch details.
4. Tap **Submit**.
5. **Waiting for Approval** sign appears.

How To Book Time Off



1. Tap on the **Time off** icon from the bottom menu bar.
2. Tap the plus sign .
3. Choose the **Time Off Type** on the top.
4. Choose your requested **Date and Time**.
5. Insert any comments or applicable Documents to your **Time Off** request.
6. Tap **Submit**.