Time & Attendance

MobileDuration Based Time Entry

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

or



1. Go to Coogle Play 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

Ξ

- 1. Tap on the top left menu icon
 - MY SCHEDULE

 \square

2. Tap on the Sign Out option

How To Enter Time Duration

∎I Verizon 奈 ☰ M	8:09 PM	√ 69% ■) Submit	■II Verizon *		^{8:09 РМ} Thu, Aug Is	t	⋪ 69% 🔳	∎ll Verizon 🗢 ≮	8:10 PM ADD DURAT	≁ 699 TION Sa
	ul 28 - Sat, Aug	g 03 >	sun 28	мон 29	TUE 30	wed 31	тни 01	Date		August 01, 2019
•	lot Submitted		20	25	50	51		Time Dur	ation	
Paid Hours		otal: 50h:00m		Total: 0h:00m		Job		Build Fence		
 Regular Time Time & Half Till Sick Time 	me • •	36h:30m 12h:30m 1h:00m	• Worl	k: 0h:00m		• TimeOff	: 0h:00m		t Residence	
	Duration			*				Repeat		C
Sunday, Jul 28		0h:00m >			C C	H				
Monday, Jul 29		0h:00m >		You have not logged time for this day.						
Tuesday, Jul 30		0h:00m >	Yo	u have not	logged tim	e for this	day.			
Wednesday, Jul	31	0h:00m >								
Thursday, Aug 0	1	0h:00m >					A			
Friday, Aug 02		0h:00m >								
SCHEDULE	TIMESHEETS	TIMEOFF	SCHEE	0	O TIMESHEETS	1	IMEOFF	SCHEDUL		TIMEOFF

How To View Your Schedule

SUN, JUL 28 - SAT, AUG 3 > Scheduled: 16.0 hrs Shift Notification Sat, Aug 03 09:00AM-05:00PM Manager shift B Hours S40 University Ave., #200, Palo Alto, California 94301, United States Copen Shifts: 1 09:00AM-05:00PM Manager shift B Hours Solution States Copen Shifts: 1 09:00AM-05:00PM Manager shift B Hours Solution States Copen Shifts: 1 09:00AM-05:00PM Manager shift S a Hours Pick Up Shift Solution States Solution St	■I Verizon 🗢	8:16 PM
O9:00AM-05:00PM ● Manager shift ④ 8 Hours ② 540 University Ave., #200, Palo Alto, California 94301, United States ⑦ Drop Shift ① Drop Shift ① Drop Shifts ① Drop Shifts ① Drop Shifts ① Drop Shifts ② Swap Shift ③ 8 Hours ③ 540 University Ave., #200, Palo Alto, California 94301, United States		duled: 16.0 hrs 🔶
 Manager shift & 8 Hours S 540 University Ave., #200, Palo Alto, California 94301, United States Drop Shift Swap Shift Open Shifts: 1 O9:00AM-05:00PM Manager shift & 8 Hours S 40 University Ave., #200, Palo Alto, California 94301, United States 	Sat, Aug 0	3
Open Shifts: 1 O9:00AM-05:00PM Manager shift B 8 Hours S 540 University Ave., #200, Palo Alto, California 94301, United States	 Manager shift 8 Hours 540 University Ave 	
O9:00AM-05:00PM ● Manager shift ④ 8 Hours ◎ 540 University Ave., #200, Palo Alto, California 94301, United States	Drop Shift	Swap Shift
 Manager shift 8 Hours 540 University Ave., #200, Palo Alto, California 94301, United States 	Open Shifts:	1
Pick Up Shift	 Manager shift 8 Hours 540 University Ave 	
	Pick Up Shift	
SCHEDULE TIMESHEETS TIMEOFF	SCHEDULE	TIMESHEETS TIMEOFF

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

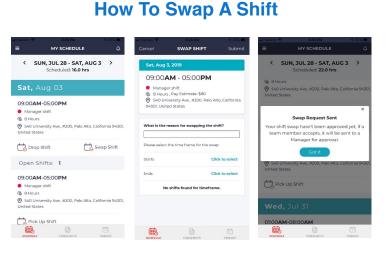
- 1. Go to **Timesheets** tab.
- 2. Tap on the desired **Date** to enter time.
- 3. Tap on the + icon.

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

How To Drop A Shift

 SUN, JUL 28 - Scheduled: 		You have rec	quested to drop the follow	ing shift:	< 5	SUN, JUL 28 - SAT, A Scheduled: 16.0 ht	
Sat, Aug 03			Aug 3, 09:00 AM - 05:00 F ager shift	РМ	Sat,	Aug 03	
09:00AM-05:00PM Manager shift		♥ 540 L Califo	Jniversity Ave., #200, Pale omia 94301, United States rrica/Los_Angeles			M-05:00PM	
B Hours		& Ame	rica/Los_Angeles		D	rop request Sent Succ	essfully:
540 University Ave., #200 United States), Palo Alto, California 94301,		the profile image to selec to take this shift:	t one or more	approv	quest to drop the shift ed yet. If a team memb ient to a Manager or ar	per accepts
Co Drop Shift	Swap Shift	Q Sear	ch for Employee			approval.	
Open Shifts: 1			Amanda Clarens			Got it	
09:00AM-05:00PM					09:00 A	M-05:00PM	
Manager shift			Confirm Drop		Manaj	ger shift	
3 Hours					3 8 Hou	rs	
540 University Ave., #200 United States), Palo Alto, California 94301,				S40 U United St	niversity Ave., #200, Palo A ates	lto, Californi
Pick Up Shift					()	Up 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.



- 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.

all Verizon 🌩 8:48 PM	EETS Submit
 Sun, Jul 28 - Sa Not Submi 	
Paid Hours	Total: 40h:30m
Regular Time Time & Half Time e	38h:00m 2h:30m
In/Out	
Sunday, Jul 28	11h:00m >
Monday, Jul 29	8h:30m >
Tuesday, Jul 30	8h:30m >
Wednesday, Jul 31	8h:30m >
Thursday, Aug 01	6h:00m >
Friday, Aug 02	0h:00m >
	s TIMEOFF

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.

st 61 Subr	8-50 PM	uni Verizon ⊋	🕫 62% 🔳)	8:40 PM MY TIMEOFF	on 🗢
Vacatio	ype	Time Off Ty	HOLIDAYS		LANCES
		All Day	Aug 02, 2019	F	BALANCE AS O
	Fri, Aug 02, 2019			nergency	
	2, 2019	Fri, Aug 02,	0 Hours 10 Hours		iken alance
C		Repeat		ce History	View Balan
		Comment			acation
	ents	No Comme	0 Hours 25 Hours		en ance
	ile	🛿 Attach Fi	25 Hours	ce History	View Balan
8 Ho		Requested			-
24.86 Ho	fore booking	Balance bef			
16.86 Ho	ter booking	Balance afte			
es' time off	with other employee	No conflict v booking	•		
1	Ċ	Ē.	1	đ	Ē.

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.