Time & Attendance

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 [Download on the App Store] 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 Add In/Out Time
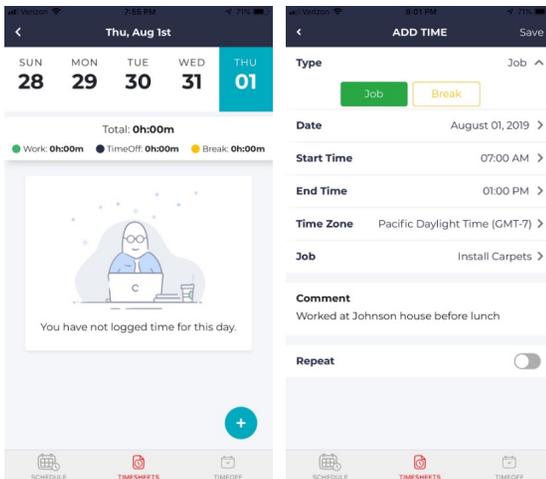
1. Go to **Timesheets** tab.
2. Tap on the desired **Date** to enter time.
3. Tap on the ⊕ icon.
4. Tap the type **Job.**
5. Enter the **Start** and **End** time.
6. Select the **Job**.
7. Click **Save.**

How To Add Break Time
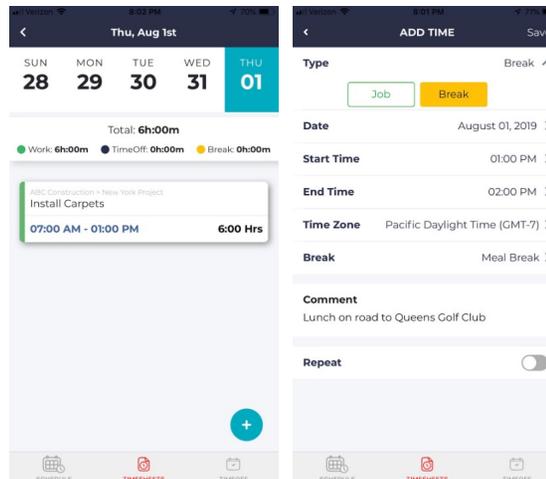
1. Go to **Timesheet** screen.
2. Tap on the **Date** to enter time.
3. Tap on the ⊕ icon.
4. Tap the type **Break.**
5. Enter the **Start** and **End** date.
6. Select the **Break**.
7. Click **Save.**

## How To View Your Schedule
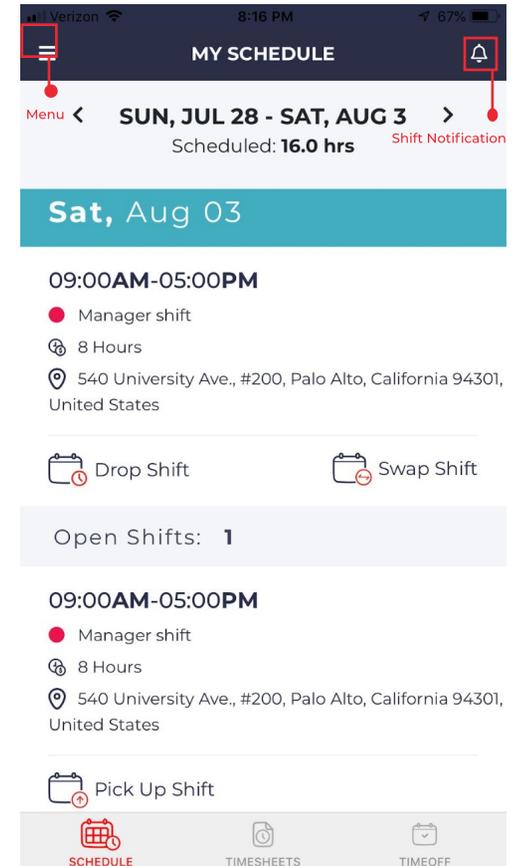
1. Tap on the **Schedule** icon in the bottom menu bar.

Time & Attendance

How To Drop A Shift
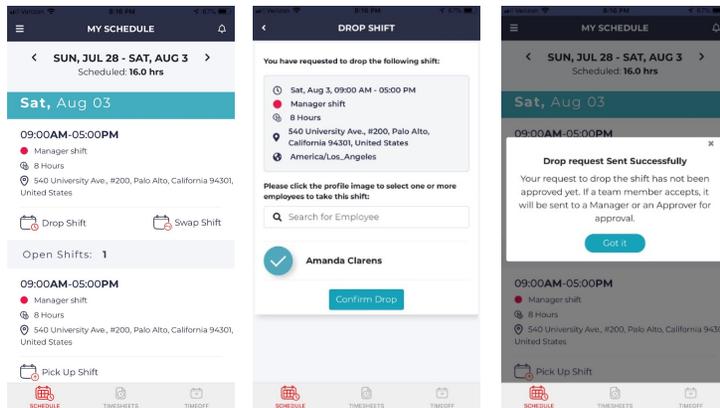
1. Tap on the **Schedule** icon.

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
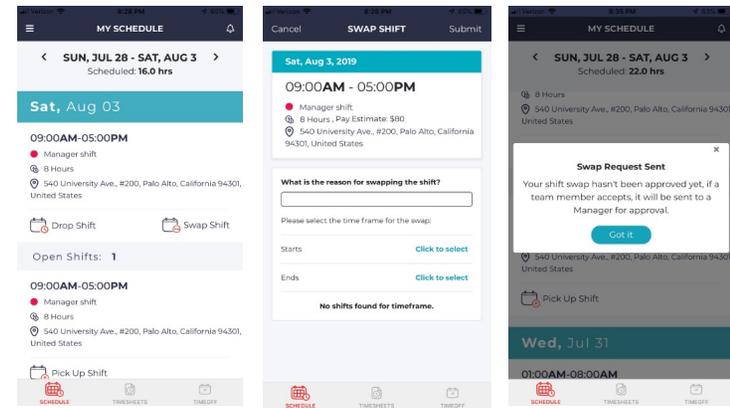
1. Tap on the **Schedule i**con.

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
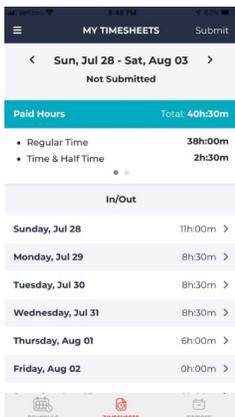
1. Tap on the **Timesheet** icon from the bottom menu bar.

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
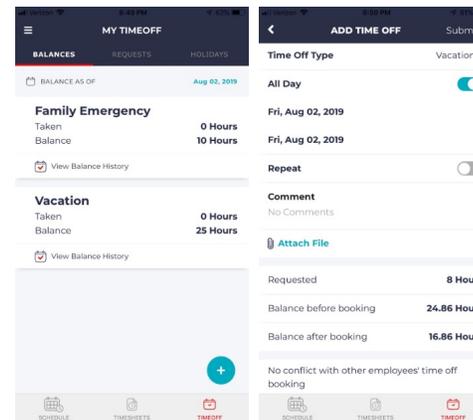
1. Tap on the **Time off** icon from the bottom menu bar.

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**.