Time & Attendance

Mobile **Punch Based Time Entry**

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



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

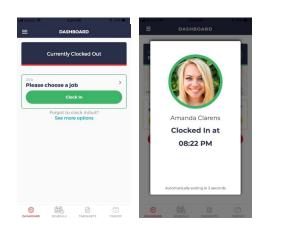
How To Sign Out

1. Tap on the top left menu icon



2. Tap on the Sign Out option

How To Clock In



You may be required to select a job before clock in.

- 1. Tap on the **Please choose a job** icon.
- 2. Select the **Job** from the option dropdown list.
- 3. Click on the Clock In button.
- 4. If your employer requires a **Photo Capture**, simply hold the phone up, take a selfie and tap on Use Photo icon.

How To Take A Break



- 1. Tap on Choose a Break Type.
- 2. Select Break Type and tap.
- 3. Tap on Take a Break button.

How To Resume Work



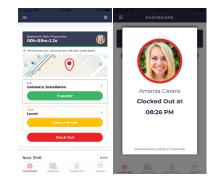
- 1. Tap on the **Please Choose a Job** icon.
- 2. Select the Job you would like to Resume working on.
- 3. Tap on the Resume work button.

How To Transfer Job



- 1. Tap on the Job icon.
- 2. Select the **Job** you would like to transfer to.
- 3. Tap on **Transfer** button.

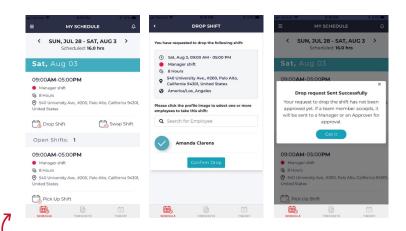
How To Clock Out



- 1. Tap on the Clock Out Button.
- 2. If your employer requires a Photo Capture, simply hold the phone up, take a selfie.
- 3. Tap on the Use Photo icon.

Mobile
 Punch Based Time Entry

How To Drop A Shift



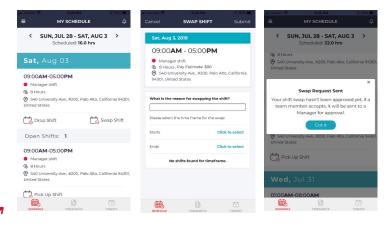
- 1. Tap on the **Schedule** icon.
- 2. Tap on Drop Shift, under the shift you want to drop.
- 3. You will be navigated to the **Drop Shift** page. Select the employees you want, to pick up your shift. There is no limit on the number of employees you can select.
- 4. Tap the **Confirm** Drop button.

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 Sun, Jul 28 - Sat, Aug 03 Not Submitted 				
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 >			
	TIMEOFF			
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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 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.

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BALANCES REQUESTS	HOLIDAYS	Time Off Type	Vacation >
BALANCE AS OF	Aug 02, 2019	All Day	
Family Emergency Taken Balance	0 Hours 10 Hours	Fri, Aug 02, 2019 Fri, Aug 02, 2019	
View Balance History		Repeat	
Vacation Taken	0 Hours	Comment No Comments	
Balance	25 Hours	🕅 Attach File	
		Requested	8 Hours
		Balance before booking	24.86 Hours
		Balance after booking	16.86 Hours
	•	No conflict with other employe booking	es' time off
SCHEDULE TIMESHEETS	TIMEOFF	SCHEDULE TIMESHEETS	TIMEOFF

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.