

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

## How To Setup Employee Account

1. Your employer will be sending you an email containing a registration link. Click on the link to be routed to the registration page.
2. Create an account and choose a password.
3. Save the weblink to log in in the future.

## How To Log In

1. Go to the web link provided from the registration process.
2. Click the Login button in the upper right corner of the page
3. Fill in the email address, where the registration link was sent by your employer, and the password you created. Click **Log In**.

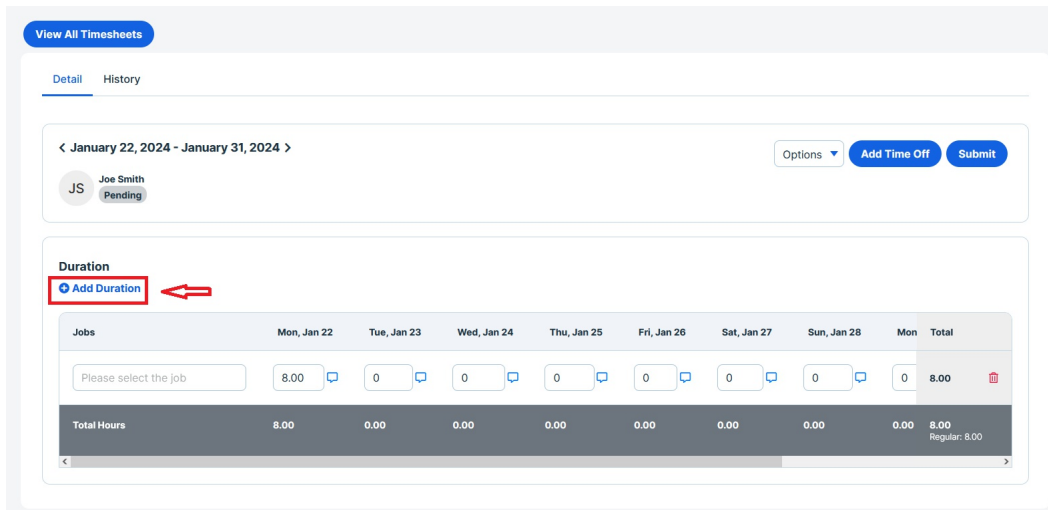
## How To Sign Out

1. On the top right, click on the setting icon
2. Click the Log out option.

## How To Enter Time Duration

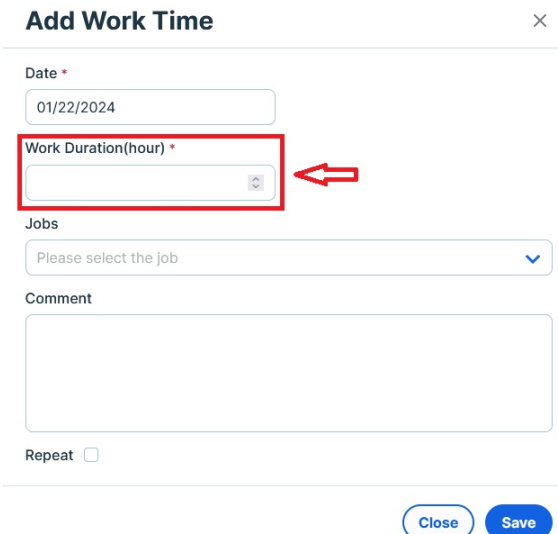
1. Upon logging in, your Dashboard will show a welcome message. To Clock In, click the Timesheet on the navigation bar on the left.

2. Once the Timesheet loads, click the **+ Add Duration** option



The screenshot shows the 'View All Timesheets' page for Joe Smith (Pending). The 'Duration' section has a '+ Add Duration' button highlighted with a red box and an arrow. Below it is a table for the week of January 22, 2024, to January 28, 2024. The table has columns for 'Jobs', 'Mon, Jan 22', 'Tue, Jan 23', 'Wed, Jan 24', 'Thu, Jan 25', 'Fri, Jan 26', 'Sat, Jan 27', 'Sun, Jan 28', 'Mon', and 'Total'. The 'Total' column shows 8.00 hours, with a note 'Regular: 8.00'.

Jobs	Mon, Jan 22	Tue, Jan 23	Wed, Jan 24	Thu, Jan 25	Fri, Jan 26	Sat, Jan 27	Sun, Jan 28	Mon	Total
Please select the job	8.00	0	0	0	0	0	0	0	8.00
<b>Total Hours</b>	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00 Regular: 8.00



The 'Add Work Time' form includes the following fields:

- Date: 01/22/2024
- Work Duration(hour): A dropdown menu highlighted with a red box and an arrow.
- Jobs: A dropdown menu with the text 'Please select the job'.
- Comment: A text area.
- Repeat: A checkbox.
- Buttons: 'Close' and 'Save'.

3. Enter **Work Duration** (hour) and select Job from the drop-box if applicable.

4. Click **Save**.

## How to View Your Schedule

Click on the schedule option on the tab bar.

## How to Swap a Shift

1. Hover over the schedule block that you want to Swap.

2. Click **Swap**.

3. Choose the date range to swap by inputting the start and end dates. Once populated, the employee names available for swapping will appear.

4. Choose the schedule you would like to swap with.

## How to Drop a Shift

1. Hover over the schedule block that you want to **Drop**.

2. Click **Drop**.

3. Select employees to take the shift you are dropping and click **Confirm**

## How to View and Submit Timesheet

1. Click the **Timesheet** option on the main menu bar
2. To view all timesheets, click the **View All Timesheets** button
3. Scroll down to see the total number of hours
4. Click on the Submit button to submit the timesheet.

## How to Book Time Off

1. Click the **Time Off** option on the main menu bar.

2. Click the **Add Time Off** button.

3. Choose the type of time off you will be requesting from the **Time Off Type** drop down. The balance of the time off being requested will load on the right side of the window.

4. Fill out the **Start** and **End** Time with the time off request.

Shows your balances