

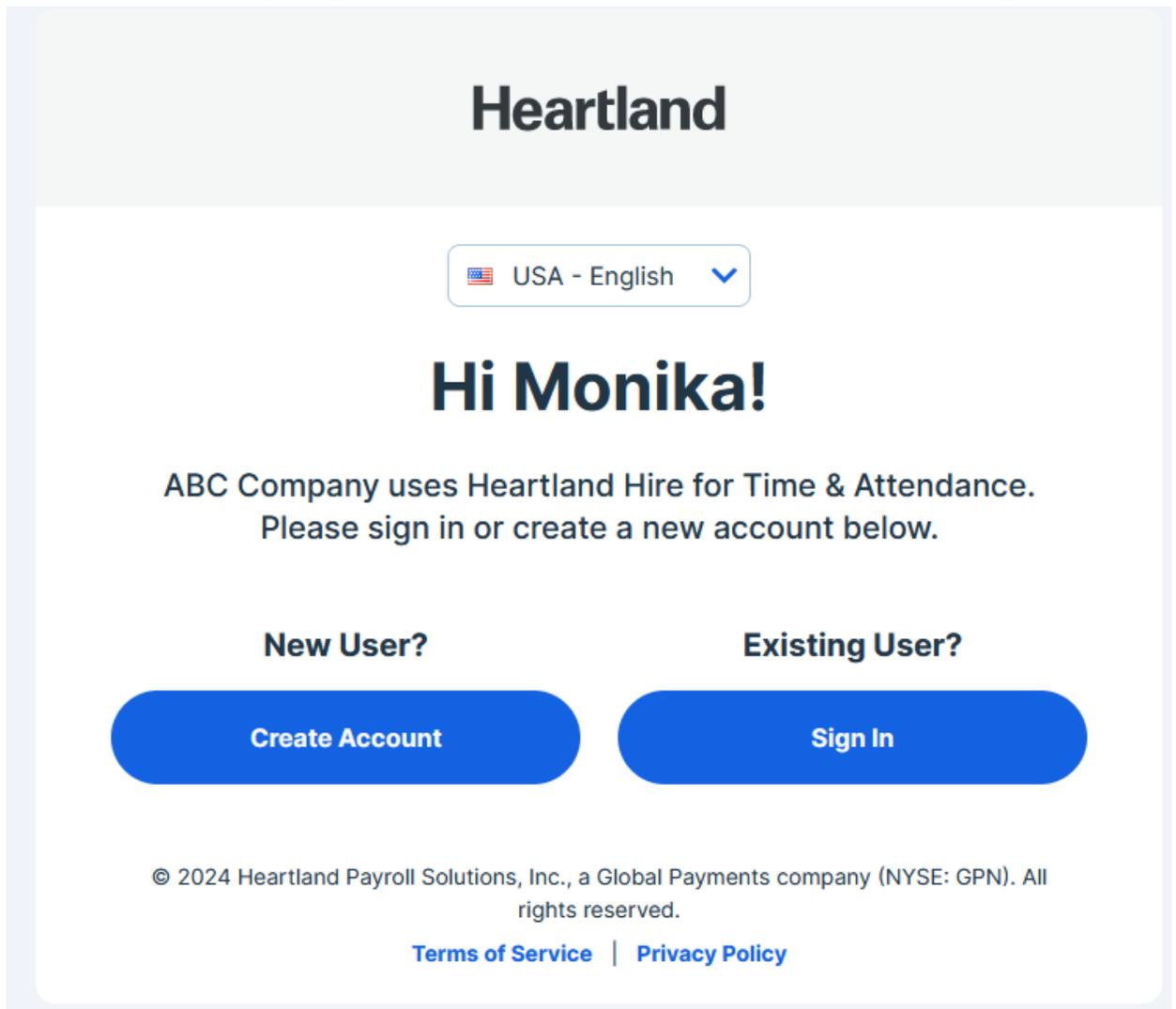
Heartland Time Registration for Employees

Timeclock: New Employee Registration for Online Access

1. Your employer will initiate your online access via an email registration link.

This will allow you access to the *Heartland Time Clock In and Out* page.

2. Select the link to begin registration, then click the *Create Account* button to begin.



The screenshot shows the Heartland login/registration interface. At the top, the word "Heartland" is displayed in a large, bold, black font. Below this, there is a language selection dropdown menu showing "USA - English" with a small American flag icon and a downward arrow. The main heading is "Hi Monika!" in a large, bold, black font. Below the heading, the text reads "ABC Company uses Heartland Hire for Time & Attendance. Please sign in or create a new account below." There are two columns of options: "New User?" and "Existing User?". Under "New User?", there is a blue rounded rectangular button labeled "Create Account". Under "Existing User?", there is a blue rounded rectangular button labeled "Sign In". At the bottom of the page, there is a copyright notice: "© 2024 Heartland Payroll Solutions, Inc., a Global Payments company (NYSE: GPN). All rights reserved." and two links: "Terms of Service" and "Privacy Policy" separated by a vertical bar.

3. Complete all necessary fields and create your password. Review and agree to the *Terms of Service and Privacy Policy*. Finalize your profile by selecting the *Create Account button*.

Let's create your account!

Company ID (Provided by HR)

Date of Birth

Last 4 Digits of SSN

Email

Password

Confirm Password

Create Account

By clicking Create Account, you agree to our [Privacy Policy](#) and [Terms of Service](#).

[Sign in as an existing user?](#)



We offer two options to clients and employees for the Heartland Time and Attendance system:

- Computer/Laptop (Web-Based)
- Mobile Device App (iOS and Android)

Timeclock: Computer/Laptop (Web-Based)

You **must** complete the initial registration through the web or a mobile browser before accessing either timeclock system. You cannot register in the Payroll+ app.

1. Go to <https://heartlandhcm.com/>
2. To log in, use the email address/username and password previously created when registering.
3. When logging in, you'll land on your Dashboard. The current status should state *Clocked Out*.
4. Depending on your company settings, your employer may want you to choose from a list of jobs, tasks, or locations when clocking in [See [Selecting a Job/Task before Clocking In](#)].
5. To clock in, select the **Clock In button** on the screen.

Timeclock: Mobile Device (iOS and Android)

1. Visit the [Google Play](#) or [Apple App Store](#) and complete the download process.
2. To log in, use the email address/username and password previously created when registering.
3. Will you be Clocking In and Out?
 - *If Yes*, open the Heartland Payroll+ app, and (1) Enter your username and password if that is your employer's method of instruction. (2) Allow camera access to capture a real-time photo of yourself for clock-in verification.
 - *If No*, proceed to [[Selecting a Job/Task before Clocking-In](#)]. Once logged in, your Dashboard shows you are clocked in and ready for work.

Selecting a Job/Task before Clocking-In

Depending on your company, your employer may require you to select a job or task before clocking in. If applicable, proceed below.

1. Select the job/task you will be working on from the menu located on top of the *Clock In button*.
 - Yes, a photo capture is required; proceed with holding the phone up to take a selfie (you have unlimited attempts to capture the perfect shot) and click the *Use Photo button*. Your location may be displayed depending on your company settings.
 - No, a photo capture is not required; you are ready to go! Select the *Clock In button*.