

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 web link to login in the future.

How To Log In

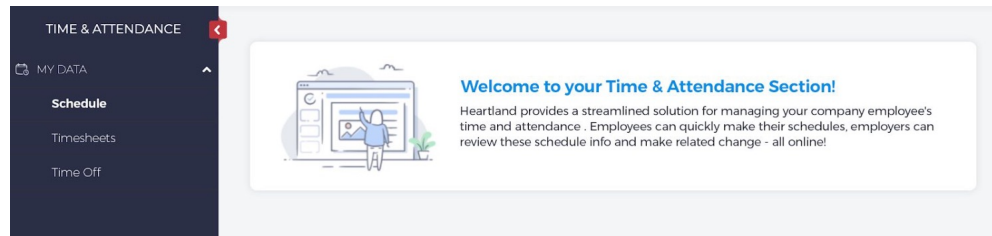
1. Go to the web link provided from the registration process.
2. Click the Login button in the upper right corner of the page
3. Fill in the email address, where the registration link was sent by your employer, and the password you created. Click **Log In**.

How To Sign Out

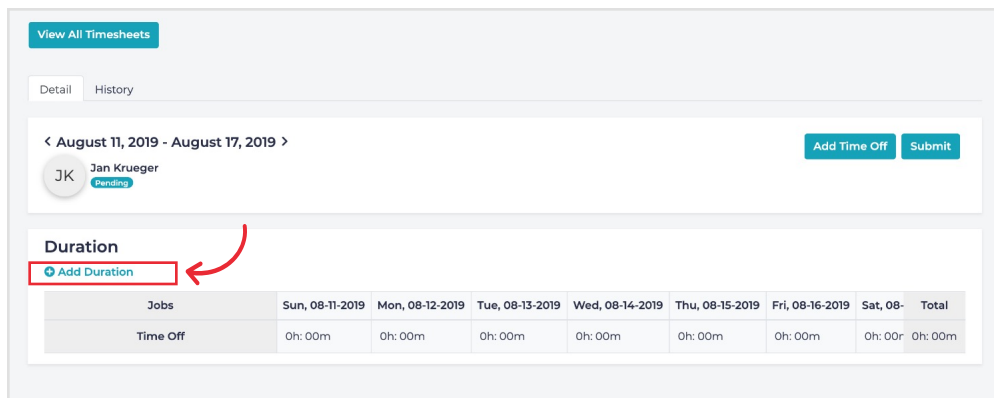
1. On the top right, click on the **setting** icon
2. Click the **Logout** option.

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, right below the Schedule



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



Add Work Time ×

Date

Work Duration(hour)

Jobs

Comment

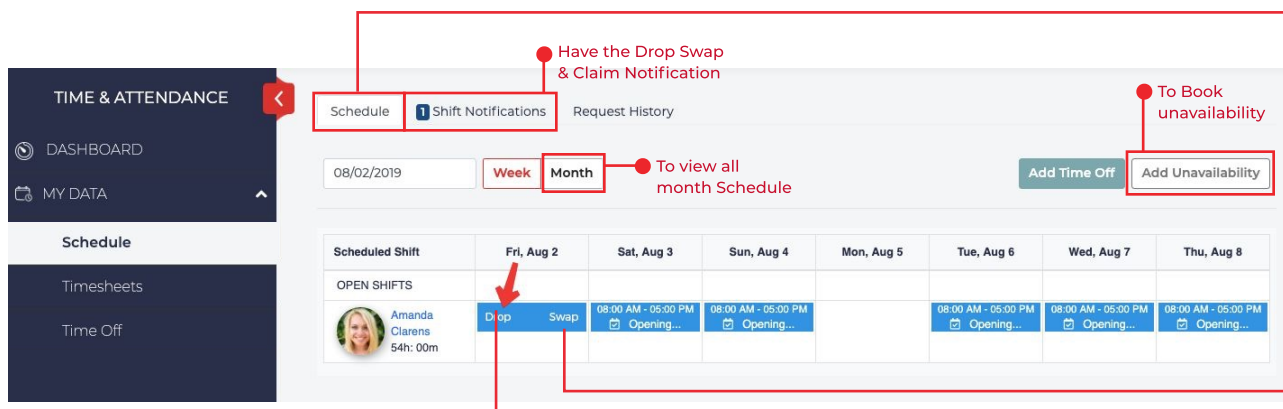
Repeat ☐

Close Save

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

4. Click **Save**.

Time & Attendance



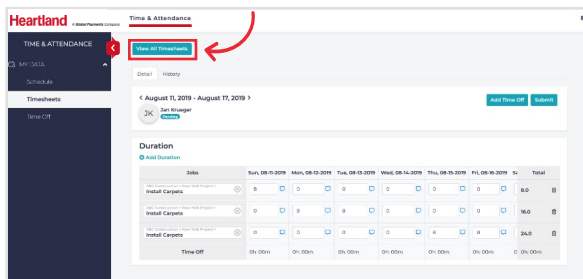
How To View Your Schedule

1. Click on Schedule option on the **tab** bar.

How To Swap A Shift

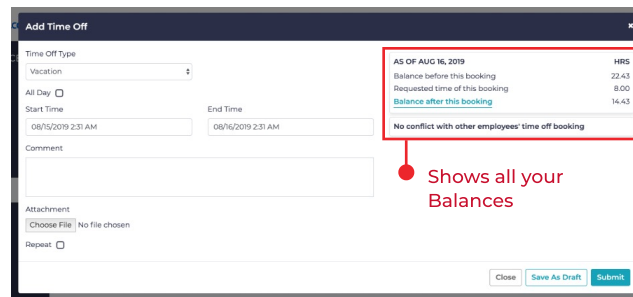
1. Hover over the schedule block that you want to **Swap**
2. Click **Swap**
3. Choose the date range to swap by inputting the start and end dates. Once populated, the employee names available for swapping will appear
4. Choose the schedule you would like to swap with
5. Click Confirm.

How To View & 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
5. Click the **Submit** button.

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**.