

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

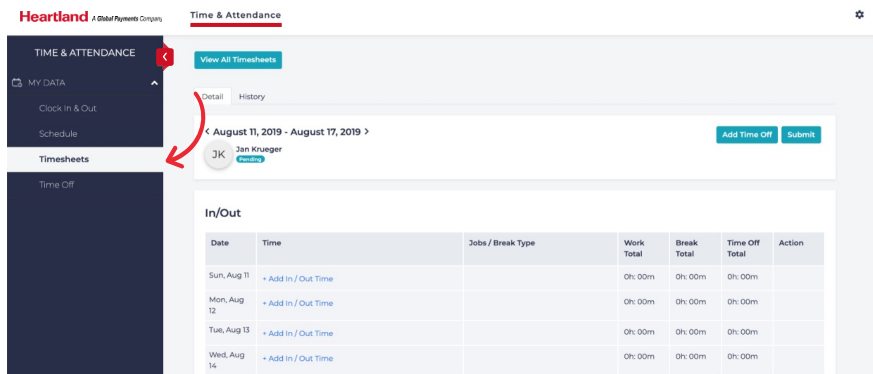
1. Go to the web link provided from the registration process.
2. Click the Login button in the upper right corner of the page
3. Fill in the email address, where the registration link was sent by your employer, and the password you created. Click **Log In**.

How To Sign Out

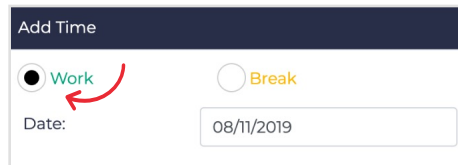
1. On the top right, click on the **setting** icon
2. Click the **Logout** option.

How To Add Work Time

1. Click to the **Timesheet** menu from the left menu bar

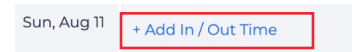


2. Click **+ Add In/Out Time**
3. Select the **Work** radio button
4. Select the **Date**
5. Enter the Start Time and End Time
6. Click the **Yes** box for **Repeat** if applicable
7. Click **Save**.

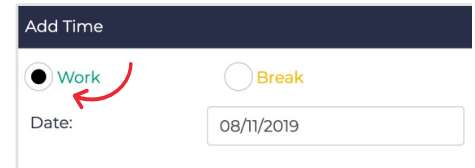
The screenshot shows the 'Add Time' form. The 'Work' radio button is selected, and the date '08/11/2019' is entered in the 'Date:' field. A red arrow points from the 'Work' radio button to the 'Date:' field.

How To Add Break Time

1. Click **+Add In/Out Time**

The screenshot shows the '+ Add In / Out Time' button, which is highlighted with a red box.

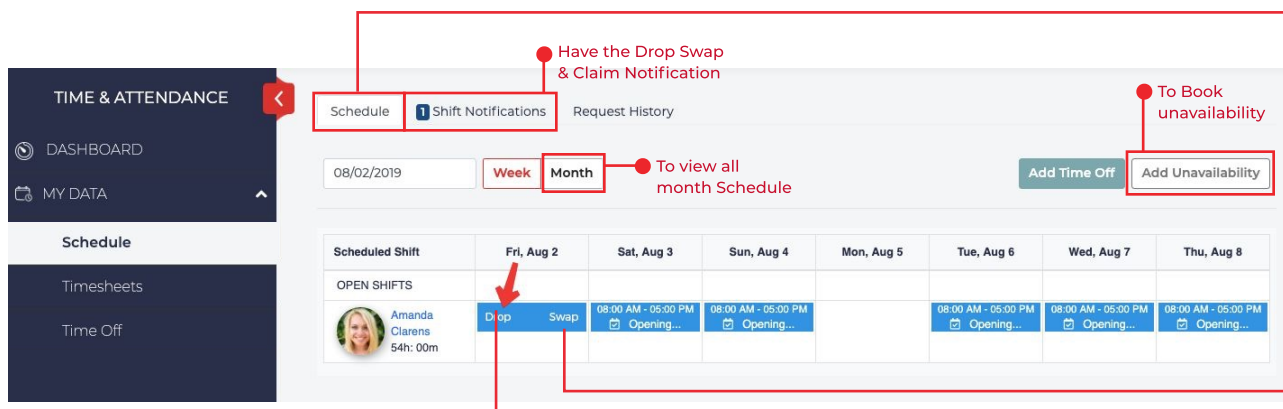
2. Activate the **radio** button of the **Break**

The screenshot shows the 'Add Time' form. The 'Break' radio button is selected, and the date '08/11/2019' is entered in the 'Date:' field. A red arrow points from the 'Break' radio button to the 'Date:' field.

3. Select **Break Type**

The screenshot shows the 'Break' dropdown menu. The 'Meal Break' option is selected, and the dropdown is highlighted with a red box.

4. Enter the **start** time and **end** time
5. Click **Save**.



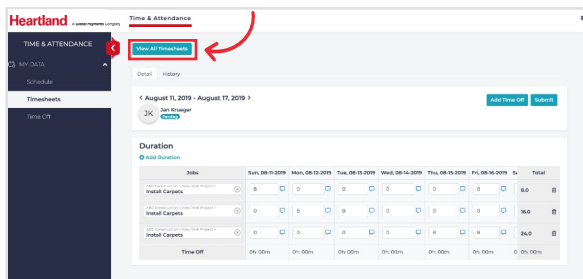
How To View Your Schedule

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

How To Swap A Shift

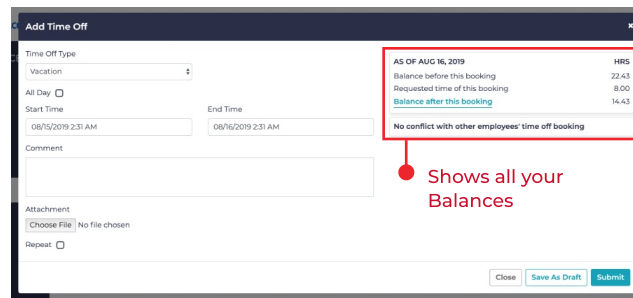
1. Hover over the schedule block that you want to **Swap**
2. Click **Swap**
3. Choose the date range to swap by inputting the start and end dates. Once populated, the employee names available for swapping will appear
4. Choose the schedule you would like to swap with
5. Click Confirm.

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**.