The following guide explains the **HeartlandTime** system. Some of the features described below may or may not apply to you.

How To Install The App

1. Go to ▶ **Google Play Store** or **iOS App Store**
2. In the search bar, enter **HeartlandTime**
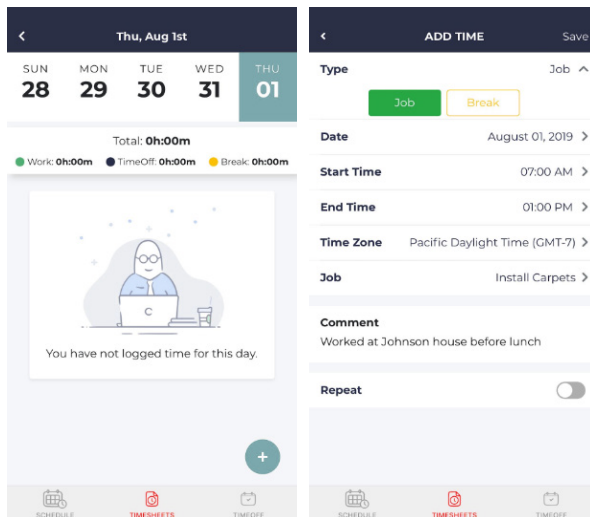3. Select **HeartlandTime,** then tap **Install** or **Get**

How To Sign In

1. Open the **Application**
2. Enter your **Email** and **Password**
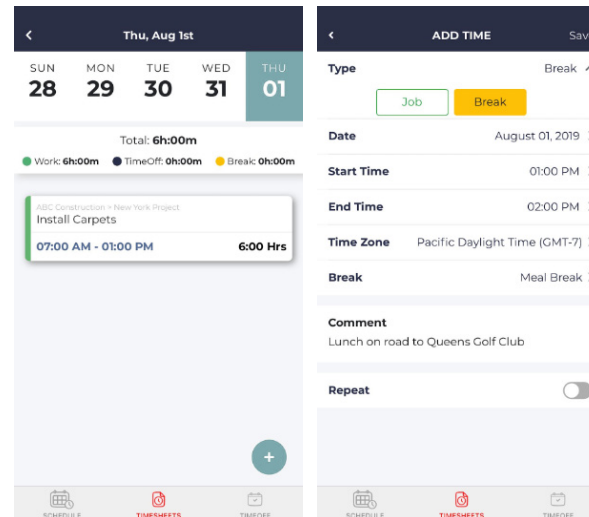3. Tap on **Login** button

How To Sign Out

1. Tap on the top left menu icon

☰   MY SCHEDULE   🔔

2. Tap on the **Sign Out** option


How To Add In/Out Time

1. Go to **Timesheets** tab.
2. Tap on the desired **Date** to enter time.
3. Tap on the ⊕ icon.
4. Tap the type **Job**.
5. Enter the **Start Time** and **End Time**.
6. Select the **Job**.
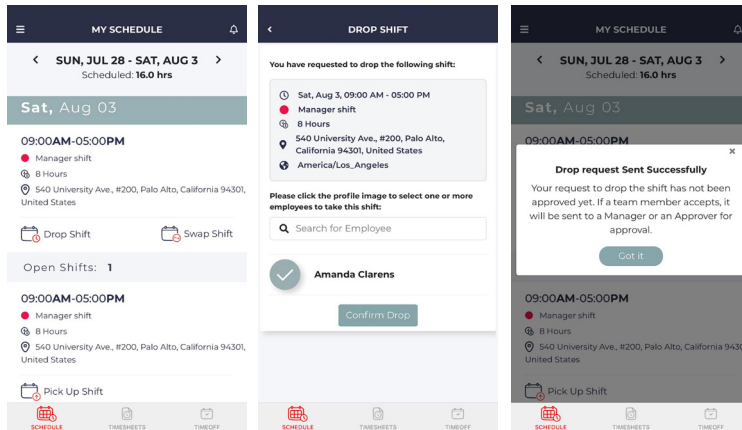7. Click **Save**.

How To Add Break Time

1. Go to **Timesheet** screen.
2. Tap on the **Date** to enter time.
3. Tap on the ⊕ icon.
4. Tap the type **Break**.
5. Enter the **Start Date** and **End Date**.
6. Select the **Break**.
7. Click **Save**.

How To View Your Schedule
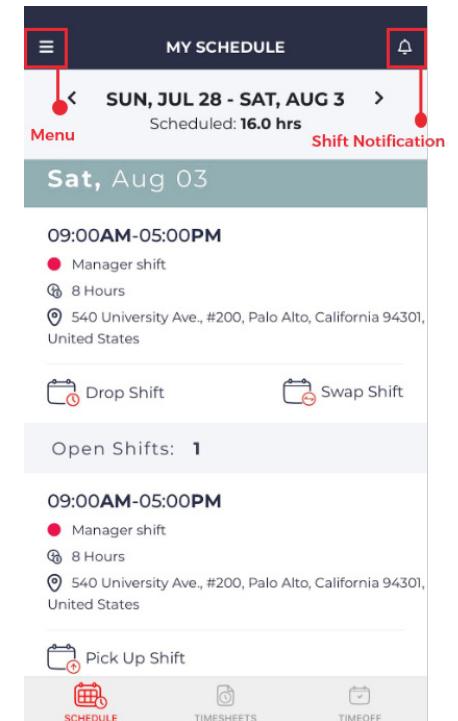
1. Tap on the **Schedule** icon in the bottom menu bar.

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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.

How To Swap a Shift
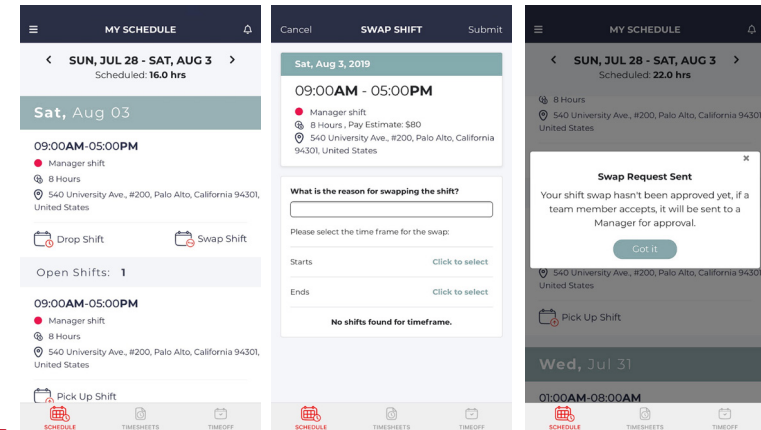
1. Tap on the **Schedule** icon.

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 Date** and the **End Date** of the swap shift.

5. Choose the **Employee** and tap on the **Submit** button.
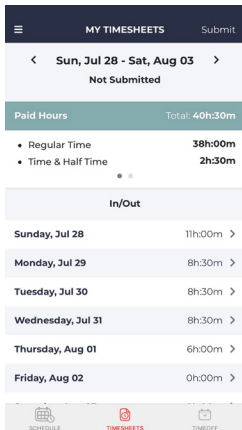
How To View and Submit Timesheet

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.
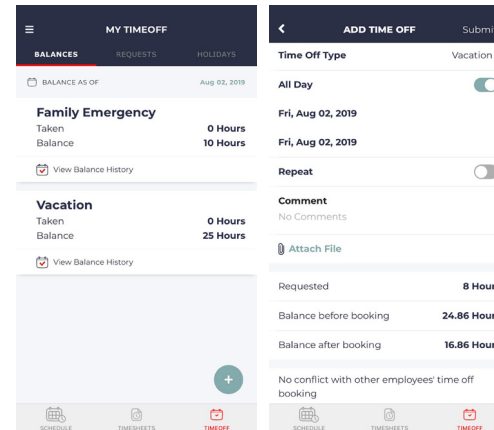
How To Book Time Off

1. Tap on the **Time Off** icon from the bottom menu bar.

2. Tap the **+** 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**.

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