Heartland

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**
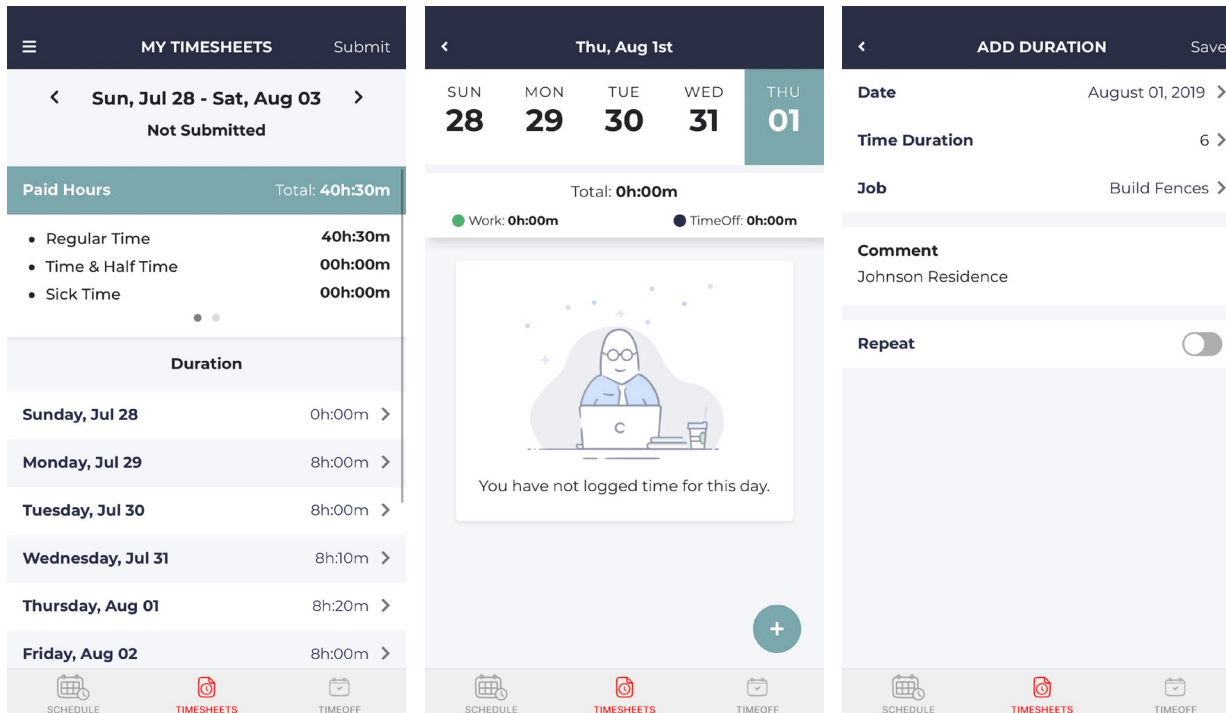
How To Sign In

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 Enter Time Duration

☰ MY TIMESHEETS	Submit

| ‹ | **Sun, Jul 28 - Sat, Aug 03** | › |
| | Not Submitted | |

Paid Hours	Total: **40h:30m**

- Regular Time — 40h:30m
- Time & Half Time — 00h:00m
- Sick Time — 00h:00m

Duration

Sunday, Jul 28	0h:00m ›
Monday, Jul 29	8h:00m ›
Tuesday, Jul 30	8h:00m ›
Wednesday, Jul 31	8h:10m ›
Thursday, Aug 01	8h:20m ›
Friday, Aug 02	8h:00m ›

SCHEDULE   TIMESHEETS   TIMEOFF

‹	**Thu, Aug 1st**	

SUN	MON	TUE	WED	THU
28	**29**	**30**	**31**	**01**

Total: **0h:00m**

● Work: **0h:00m**   ● TimeOff: **0h:00m**

You have not logged time for this day.

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SCHEDULE   TIMESHEETS   TIMEOFF

‹	ADD DURATION	Save

Date	August 01, 2019 ›
Time Duration	6 ›
Job	Build Fences ›

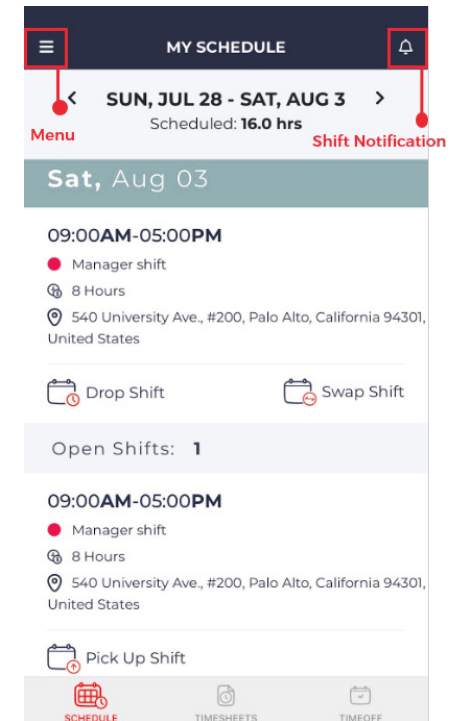Comment
Johnson Residence

Repeat	◯

SCHEDULE   TIMESHEETS   TIMEOFF

1. Go to **Timesheets** tab
2. Tap on the desired **Date** to enter time
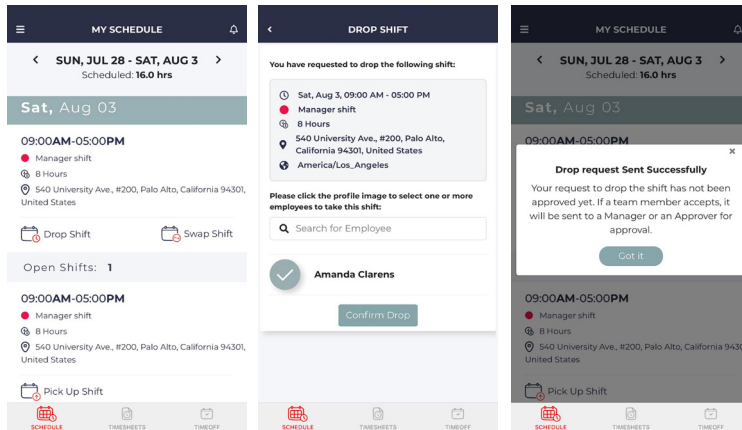3. Tap on the ＋ icon.

4. Enter **Time Duration** hours.
5. Select the **Job** type.
6. Click the **Save** icon in the top right corner.
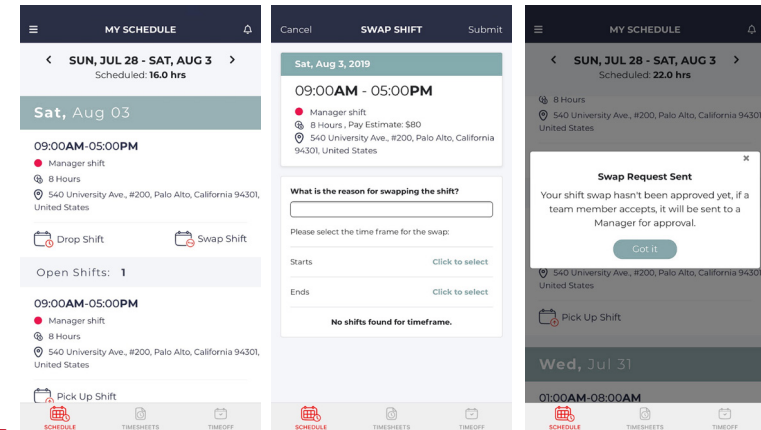

How To View Your Schedule

☰	MY SCHEDULE	🔔

Menu ↑ ... ↑ Shift Notification

| ‹ | **SUN, JUL 28 - SAT, AUG 3** | › |
| | Scheduled: **16.0 hrs** | |

Sat, Aug 03

09:00AM-05:00PM
● Manager shift
🕐 8 Hours
📍 540 University Ave., #200, Palo Alto, California 94301, United States

📅 Drop Shift   📅 Swap Shift

Open Shifts: **1**

09:00AM-05:00PM
● Manager shift
🕐 8 Hours
📍 540 University Ave., #200, Palo Alto, California 94301, United States

📅 Pick Up Shift

SCHEDULE   TIMESHEETS   TIMEOFF

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
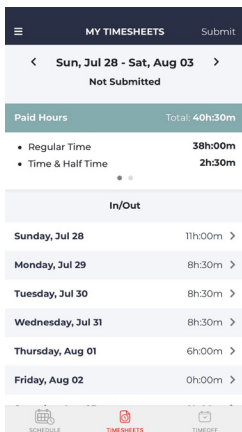
1. Tap on the **Timesheet** icon from the bottom menu bar.

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.
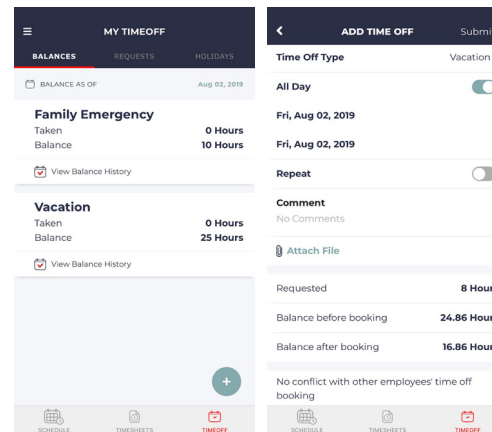
How To Book Time Off

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**.