



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


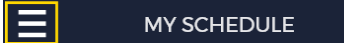
How To Install The App

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**

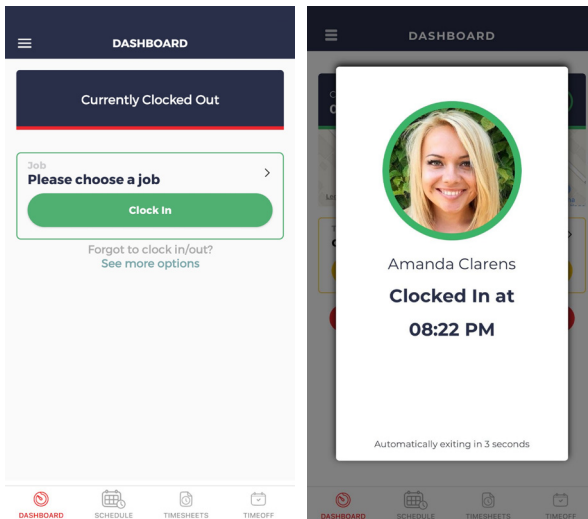
How To Sign In

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

How To Clock In



You may be required to select a job before clock in.

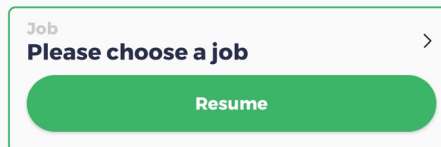
1. Tap on the **Please Choose a Job** icon.
2. Select the **Job** from the option dropdown list.
3. Click on the **Clock In** button.
4. If your employer requires a **Photo Capture**, simply hold the phone up, take a selfie and tap on **Use Photo** icon.

How To Add Break Time



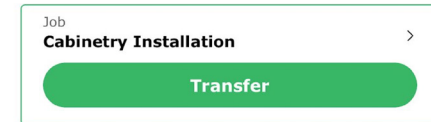
1. Tap on **Choose a Break Type**.
2. Select **Break Type** and tap.
3. Tap on **Take a Break** button.

How To Resume Work



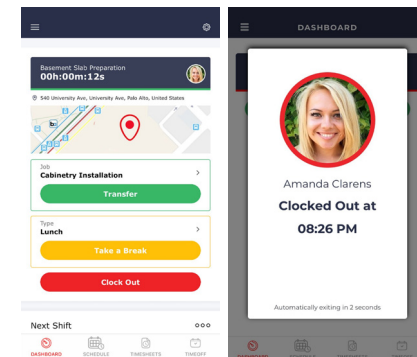
1. Tap on the **Please Choose a Job** icon.
2. Select the **Job** you would like to resume working on.
3. Tap on the **Resume Work** button.

How To Transfer Job



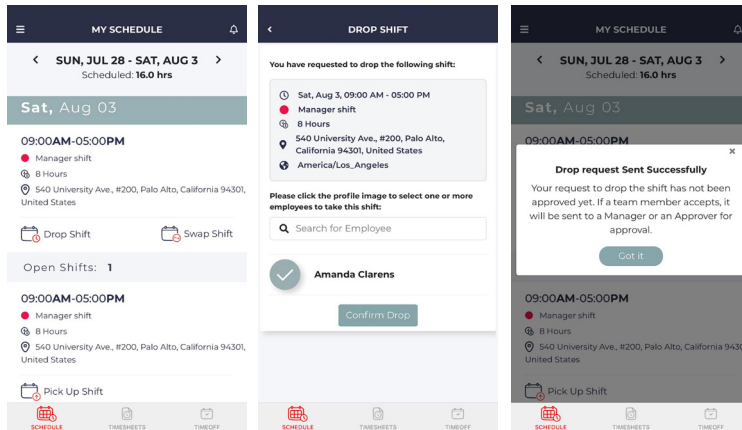
1. Tap on the **Job** icon.
2. Select the **Job** you would like to transfer to.
3. Tap on **Transfer** button.

How To Clock Out



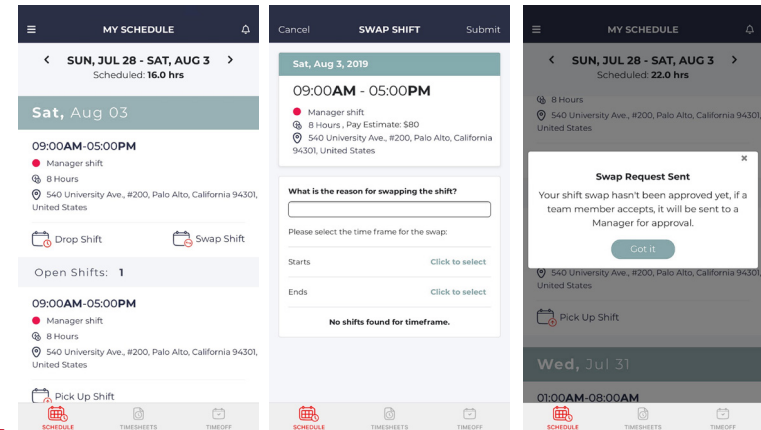
1. Tap on the **Clock Out** Button.
2. If your employer requires a **Photo Capture**, simply hold the phone up, take a selfie.
3. Tap on the **Use Photo** icon.

How To Drop a Shift

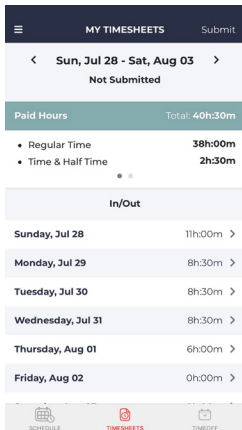


1. Tap on the **Schedule** icon.
2. Tap on **Drop Shift**, under the shift you want to drop.
3. You will be navigated to the **Drop Shift** page. Select the employees you want to pick up your shift. There is no limit on the number of employees you can select.
4. Tap the **Confirm Drop** button.

How To Swap a Shift

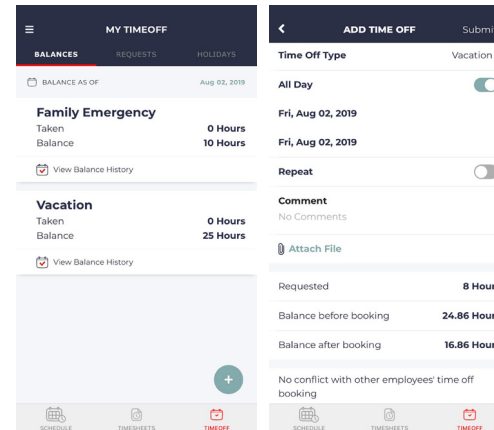


1. Tap on the **Schedule** icon.
2. Tap on **Swap Shift**, under the shift you want to swap.
3. You will be navigated to the **Swap Shift** page.
4. Input **Start Date** and the **End Date** of the swap shift.
5. Choose the **Employee** and tap on the **Submit** button.



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**.