Heartland

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

How To Install The App

- 1. Go to **boogle Play Store** or **A iOS App Store**
- 2. In the search bar, enter Heartland Time
- 3. Select Heartland Time, 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



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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.

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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.

	HEETS Submit
 Sun, Jul 28 - S Not Subm 	at, Aug 03 >
Paid Hours	Total: 40h:30m
Regular Time Time & Half Time e	38h:00m 2h:30m
In/Ou	t
Sunday, Jul 28	11h:00m >
Monday, Jul 29	8h:30m >
Tuesday, Jul 30	8h:30m >
Wednesday, Jul 31	8h:30m >
Thursday, Aug 01	6h:00m >
Friday, Aug 02	0h:00m >
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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.

 Manager shift 	Manager shift		No shifts found for timeframe.		
Stor University Ave., #200, Pal United States Pick Up Shift	o Alto, California 94301,				
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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.

MY TIMEOFF ADD TIME OFF Time Off Type Vacation > BALANCE AS OF Aug 02, 2019 All Day Family Emergency Fri. Aug 02, 2019 0 Hours Balance Fri, Aug 02, 2019 10 Hours View Balance Histor Repeat Comment Vacation 0 Hours Taker Balance 25 Hours Attach File View Balance History 8 Hours Requested Balance before bookin 24.86 Hours Balance after booking 16.86 Hours No conflict with other employees' time of booking Ē. 0 ٢ 0 1

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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Heartland Time | Mobile Punch Based Time Entry

How To Swap a Shift

