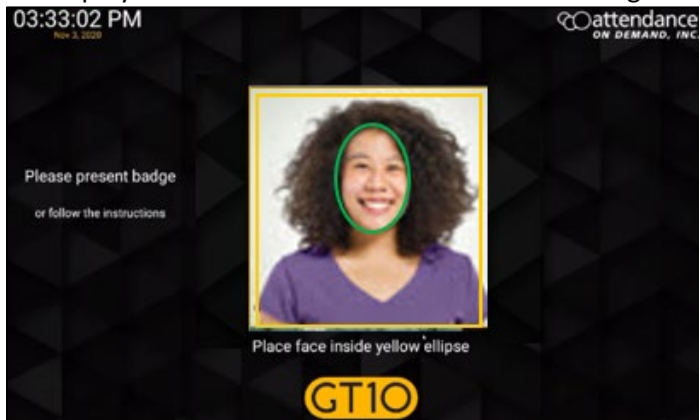
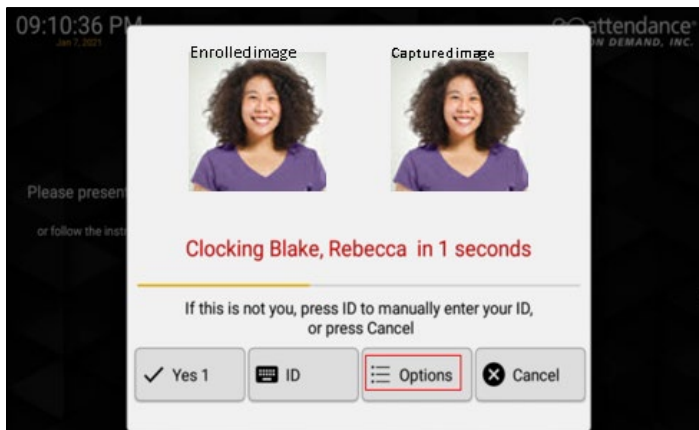


Employees can review the attestation statement to approve a shift as follows:

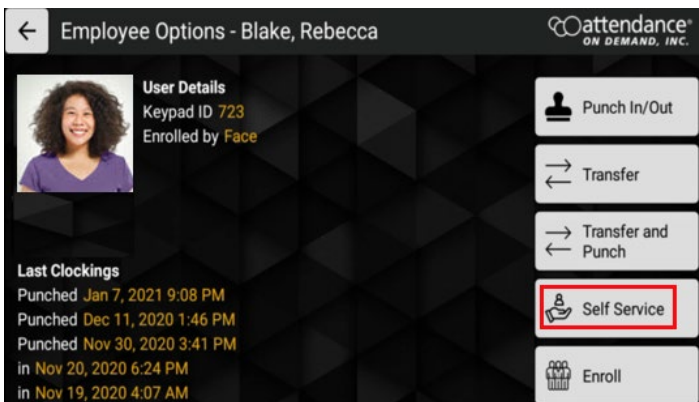
1. An employee accesses the GT10 clock with face recognition.



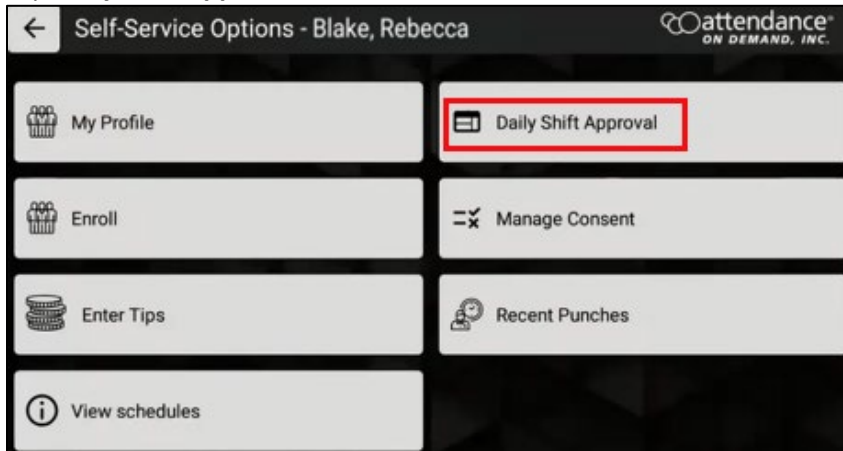
2. Tap the **Options** button. The **Employee Options** screen is displayed.



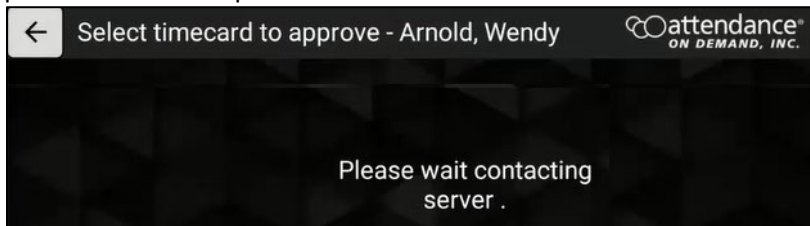
3. Tap **Self Service** to access the employee self-service operations.



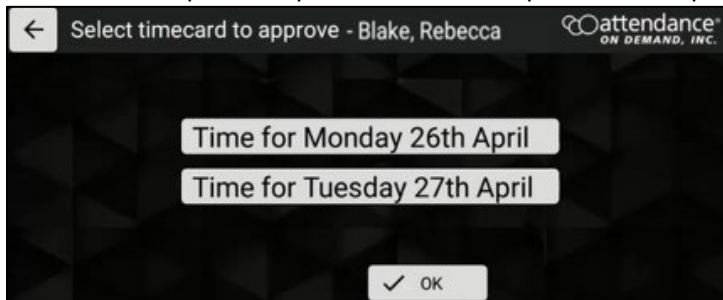
4. Tap **Daily Shift Approval**.



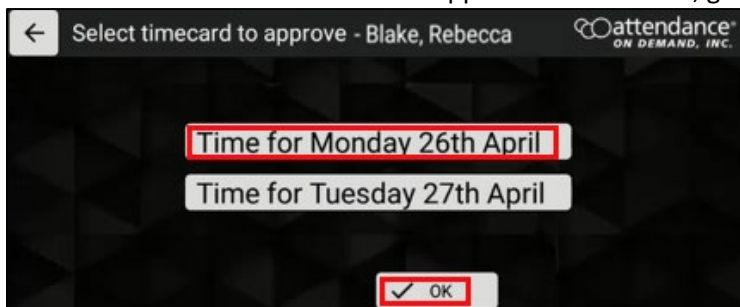
5. The “**Please wait contacting server**” message is displayed to request shifts available in the previous period and current period.



6. All shifts in the previous period and current period are displayed.

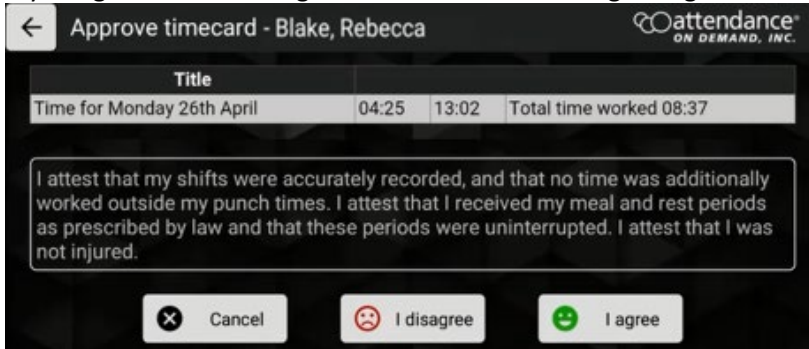


7. Select a shift, then tap **OK**. The **Approve timecard** screen is displayed for approving or disapproving work conditions of the selected shift. See **Approving Work Conditions of a Shift** and **Disapproving Work Conditions of a Shift** for details. To approve another shift, go to step 4.

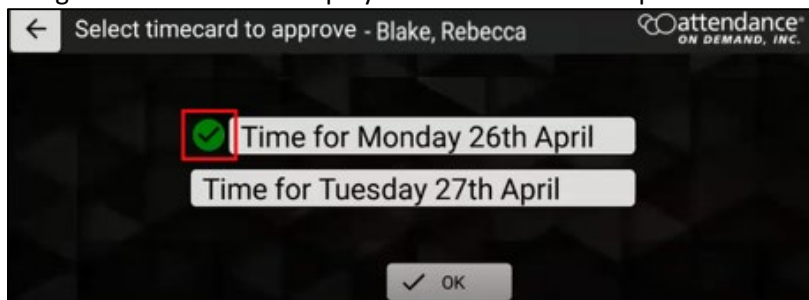


Approving Work Conditions of a Shift

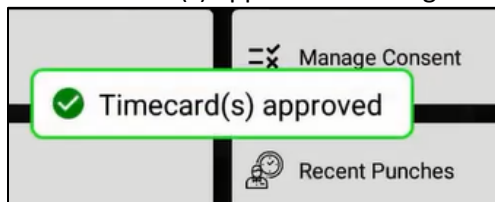
1. If you agree the following attestation statement regarding the select shift, tap **I agree**.



2. The green checkmark is displayed before the shift. Tap **OK**.



3. The “Timecard(s) approved” message is displayed.

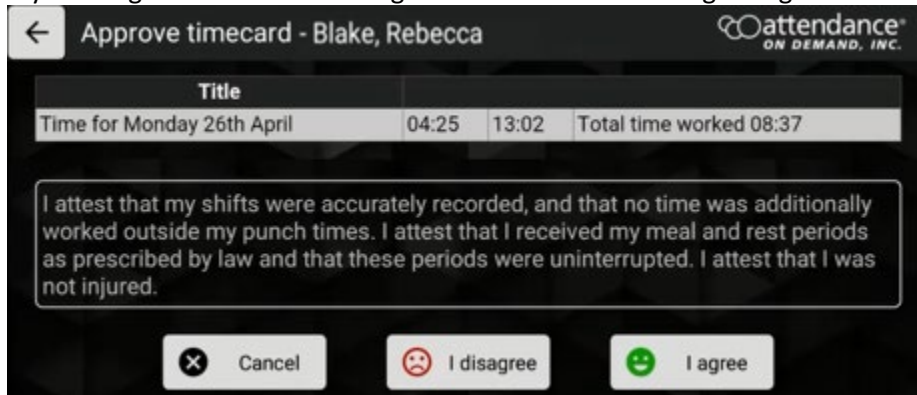


4. The “Employee Daily Attest” message with the shift date is displayed on the employee time card.

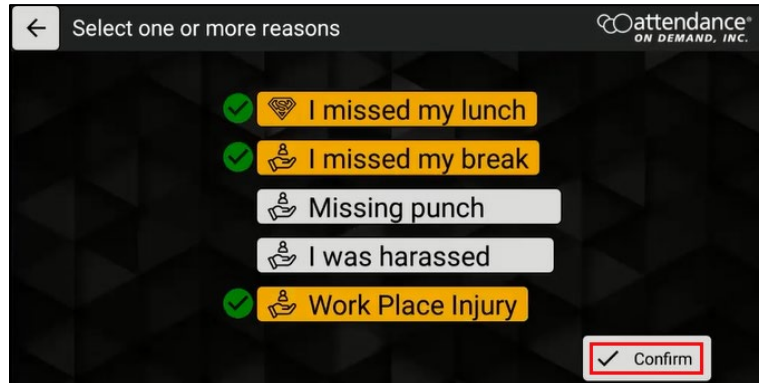
Blake, Rebecca (Cedar Springs-Default-Physical Therapy-Physical Therapy Assistant)					
Time Card	Previous Period	Editing Sheet	Adjustments	Approve	Print
Last Name	First Name	ID	Location	Department	Position
Blake	Rebecca	723	Cedar Springs	Physical Therapy	Physical
Timestamp	Account	Effective	Description		
05/03/2021 07:56pm	AODC	04/26/2021	Employee Daily Attest Mon Apr-26 21		

Disapproving Work Conditions of a Shift

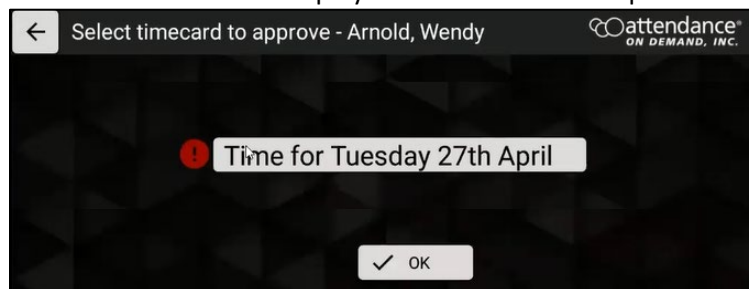
1. If you disagree with the following attestation statement regarding the select shift, tap **I disagree**.



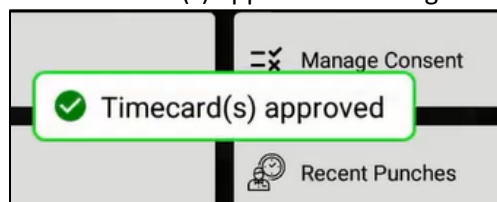
2. Select one or more reasons regarding the work conditions of selected shift. **Tap Confirm**.



3. The red exclamation is displayed before the shift. Tap **OK**.



4. The "Timecard(s) approved" message is displayed.



- The “Employee Daily Attest” message with the shift date and the “Outstanding Issues” message are displayed on the employee time card.

Blake, Rebecca (Cedar Springs-Default-Physical Therapy-Physical Therapy Assistant)					
Time Card ▾		Previous Period ▾		Editing Sheet ▾	
		Adjustments		Approve	
				Print	
				<	
				Blake, Reb	
Last Name	First Name	ID	Location	Department	Position
Blake	Rebecca	723	Cedar Springs	Physical Therapy	Physical Therapy Assistant
Timestamp		Account	Effective	Description	
05/03/2021 08:31pm		AODC	04/26/2021	Employee Daily Attest Mon Apr-26 21 Outstanding Issues	
05/03/2021 08:31pm		AODC	04/26/2021	Employee Daily Attest Mon Apr-26 21 Outstanding Issues	
05/03/2021 08:31pm		AODC	04/26/2021	Employee Daily Attest Mon Apr-26 21 Outstanding Issues	

©2021 Attendance on Demand, Inc. All rights reserved. Attendance on Demand is a registered trademark of Attendance on Demand, Inc. (AOD). Nothing contained here supersedes your obligations under applicable contracts or federal, state and local laws in using AOD’s services. All content is provided for illustration purposes only.