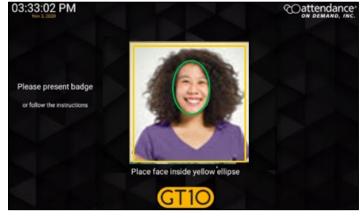
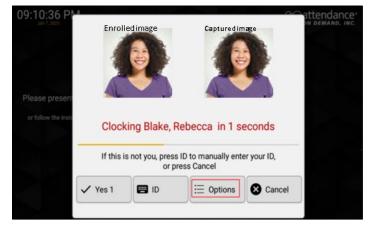
Employees can review the attestation statement to approve a shift as follows:

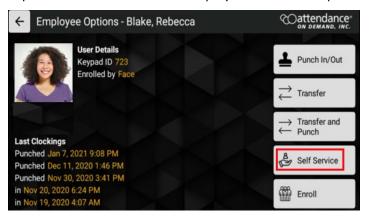
1. An employee accesses the GT10 clock with face recognition.



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



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



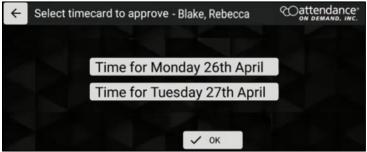
## 4. Tap Daily Shift Approval.

← Self-Service Options - Blake, Rebe	cca Coattendance
My Profile	Daily Shift Approval
Enroll	⊐X Manage Consent
Enter Tips	Recent Punches
View schedules	

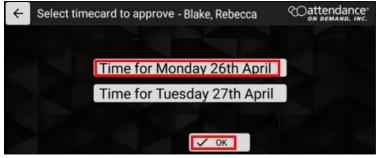
5. The "**Please wait contacting server**" message is displayed to request shifts available in the previous period and current period.



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

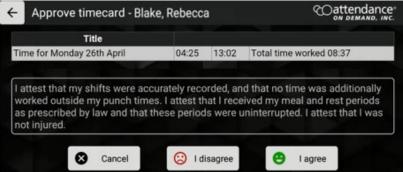


 Select a shift, then tap OK. The Approve timecard screen is displayed for approving or disapproving work conditions of the selected shift. See Approving Work Conditions of a Shift and Disapproving Work Conditions of a Shift for details. To approve another shift, go to step 4.



## **Approving Work Conditions of a Shift**

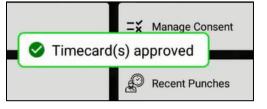
1. If you agree the following attestation statement regarding the select shift, tap I agree.



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

← Selec	Select timecard to approve - Blake, Rebecca			
	Time for Monday 26th Apri	1		
	Time for Tuesday 27th April			
	🗸 ок			

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

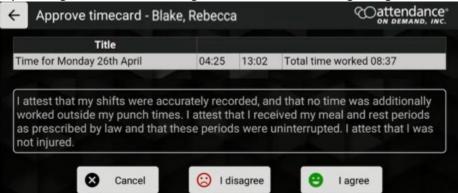


4. The "Employee Daily Attest" message with the shift date is displayed on the employee time card.

Blake, Rebecca (Cedar Springs-Default-Physical Therapy-Physical Therapy Assistant)								
Time Card V Previous Period V			Editing Sheet 🗸		Adjustme	nts Approve	Print	
Last Name	First Nam	First Name ID		Location		Department		Position
Blake	Rebecca 723		723	Cedar Springs		Physical Therapy		Physical <sup>-</sup>
4								
Timestamp		Account		Effective	Description			
05/03/2021 07:56pm 👔 AODO		AODC		04/26/2021	Employee	Daily Attest Mon Ap	or-26 21	

## **Disapproving Work Conditions of a Shift**

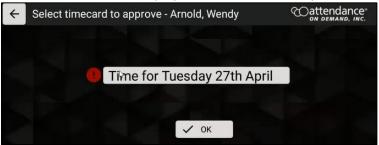
1. If you disagree with the following attestation statement regarding the select shift, tap I disagree.



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

← Select one or more reasons	Coattendance
V I missed my lunch	
🖉 🍰 I missed my break	
🖉 Missing punch	
👌 I was harassed	
🕑 👶 Work Place Injury	
	✓ Confirm

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



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



5. 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 $\sim$ Previous Period $\sim$			iod $\sim$	Editing Sheet $\sim$	Adjustments Approve	Print < Blake, Reb		
Last Name	First Name	e	ID	Location	Department	Position		
Blake	ake Rebecca 723		723	Cedar Springs	Physical Therapy	Physical Therapy Assistant		
Timestan	np		Account	Effective	Description			
05/03/2021 08	/03/2021 08:31pm 👔 AODC 04/26/2021		Employee Daily Attest Mon Apr-26 21 Outstanding Issues					
05/03/2021 08:31pm 👔 AODC		AODC	04/26/2021	Employee Daily Attest Mon Apr-26 21 Outstanding Issues				
05/03/2021 08:31pm 👔 AODC		AODC	04/26/2021	Employee Daily Attest Mon Apr-26 21 Outstanding Issues				

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