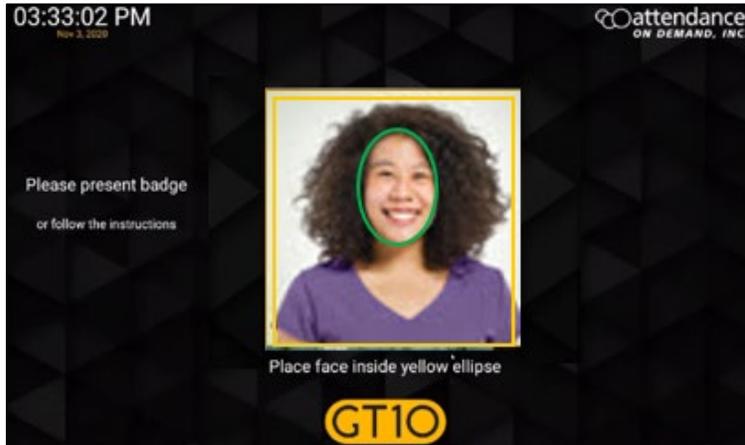
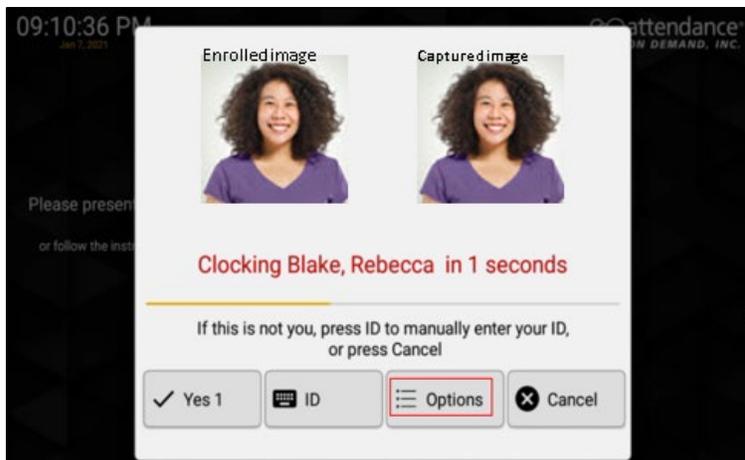


Employees can review the attestation statement for a shift approval as follows:

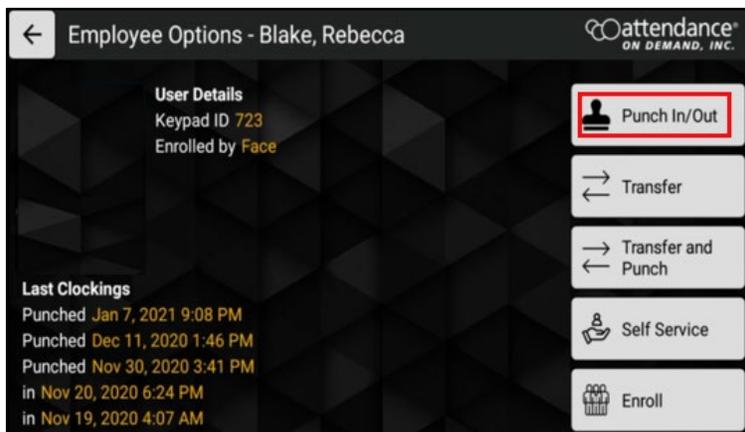
1. An employee accesses the GT10 clock with face recognition.



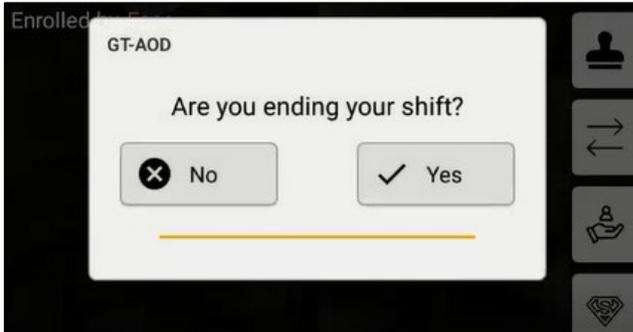
2. Tap the **Options** button. The **Employee Options** screen is displayed.



3. Tap **Punch In/Out**.



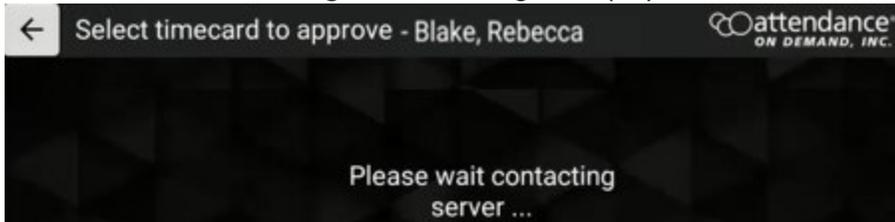
- The “Are you ending your shift?” message is displayed. Tap **No** for the start of shift. Tap **Yes** for the end of shift.



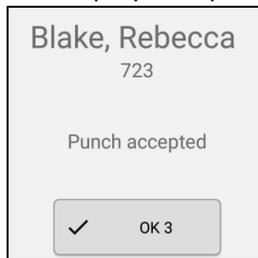
Start of Shift

If you identify your punches as a start of shift, this punch is accepted as an In punch.

- The “Please wait contacting server” message is displayed.



- The employee In punch is accepted.



- The employee In punch is displayed on the time card.

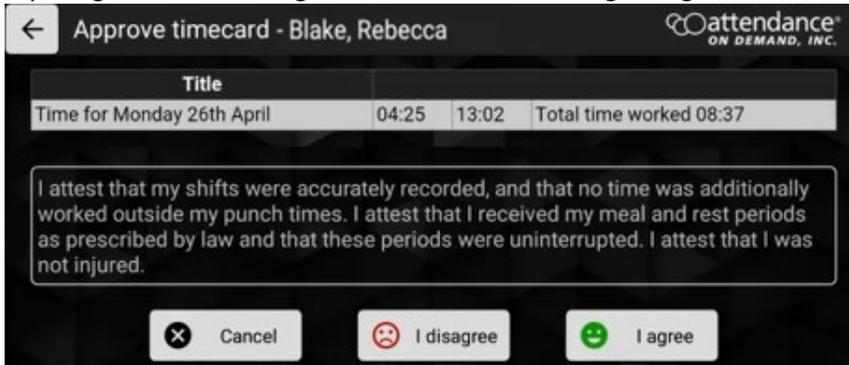
Blake, Rebecca (Cedar Springs-Default-Physical Therapy-Physical Therapy Assistant)						
Time Card		Current Period		Editing Sheet		Adjustments
Approve						
Last Name	First Name	ID	Location	Department		
Blake	Rebecca	723	Cedar Springs	Physical Therapy		
Date	Schedules		Punches			
	Start	End	IN	OUT		
SUN MAY 2	8:00a	4:30p				
MON MAY 3	9:30p	11:30p	9:56p			

End of Shift

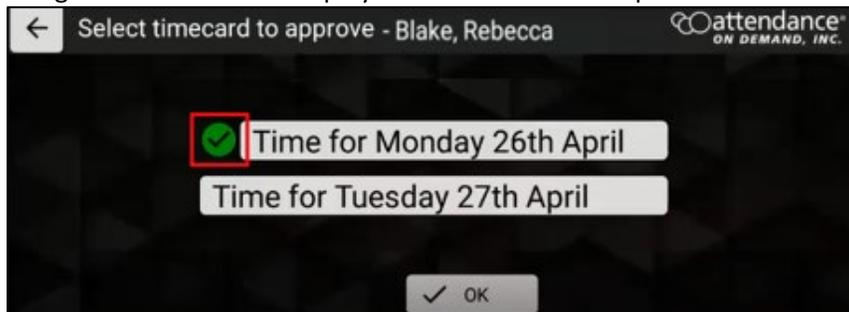
If you identify your punch as the end of shift, you can attest your work condition and approve your shift.

Approving Work Conditions of a Shift

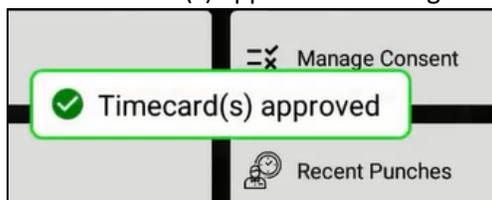
1. If you agree the following attestation statement regarding the select shift, tap **I agree**.



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



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



- 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

- If you disagree with the following attestation statement regarding the current shift, tap **I disagree**.

← Approve timecard - Blake, Rebecca attendance ON DEMAND, INC.

Title	Start	End	Total time worked
Time for Monday 26th April	04:25	13:02	08:37

I attest that my shifts were accurately recorded, and that no time was additionally worked outside my punch times. I attest that I received my meal and rest periods as prescribed by law and that these periods were uninterrupted. I attest that I was not injured.

Cancel I disagree I agree

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

← Select one or more reasons attendance ON DEMAND, INC.

- I missed my lunch
- I missed my break
- Missing punch
- I was harassed
- Work Place Injury

Confirm

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

← Select timecard to approve - Arnold, Wendy attendance ON DEMAND, INC.

! Time for Tuesday 27th April

OK

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



- The employee punch is displayed on the time card with the messages “Missed lunch”, “Missed break”, and “Work Place Injury” that reported on GT10.

Blake, Rebecca (Cedar Springs-Default-Physical Therapy-Physical Therapy Assistant)									
Time Card		Current Period		Editing Sheet		Adjustments		Approve	
Last Name	First Name	ID	Location		Department				
Blake	Rebecca	723	Cedar Springs		Physical Therapy				
Timestamp	Account Schedules		Effective Punches		Description				
Date	Start	End	IN	OUT	Hours				
SUN MAY 2	8:00a	4:30p							
MON MAY 3	9:30p	11:30p	9:56p	10:02p					
EMP.NOTIF.	Missed lunch WSA								
EMP.NOTIF.	Missed break WSA								
EMP.NOTIF.	Work Place Injury WSA								

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