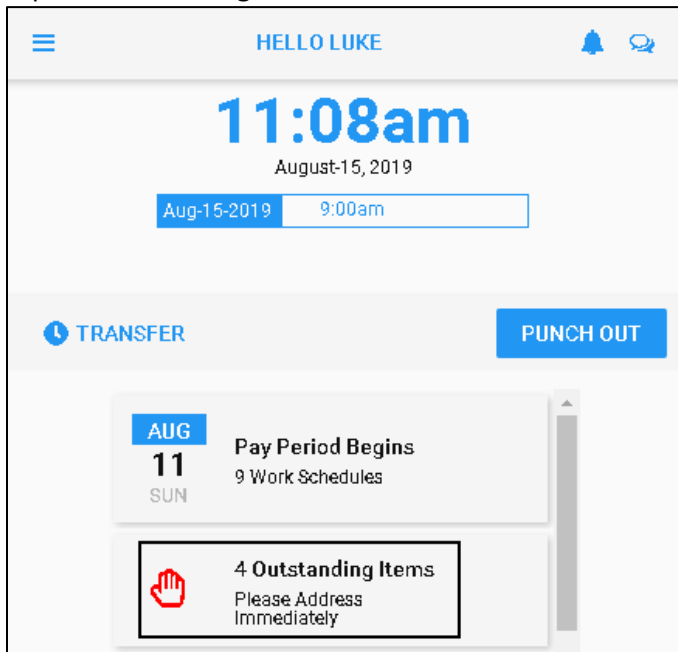


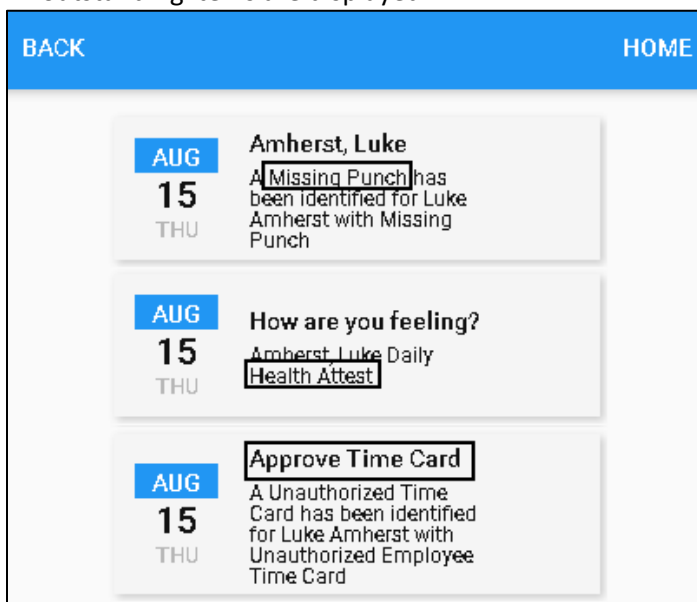
Outstanding items, such as missing punch, unauthorized time card, and health or work condition attestation, should be addressed by employees immediately.

To address outstanding items:

1. Tap the **Outstanding Items** tile.



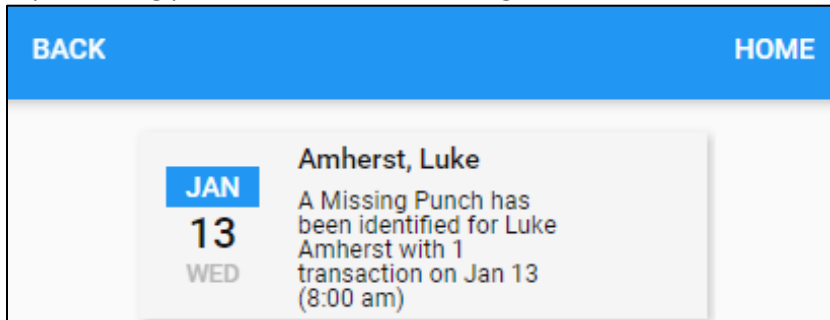
2. All outstanding items are displayed.



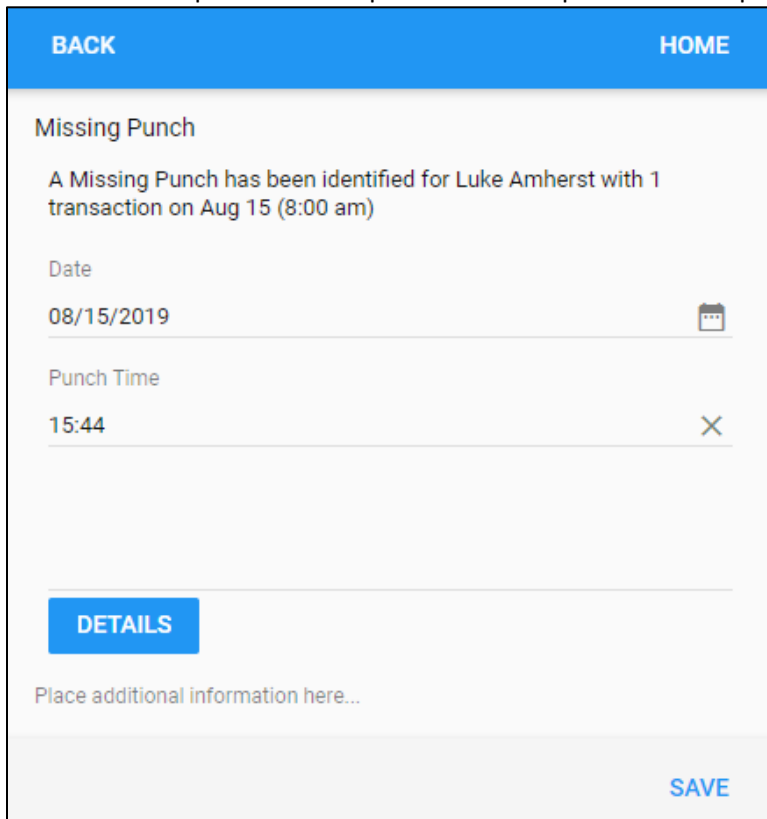
Addressing Missing Punches

To address a missing punch:

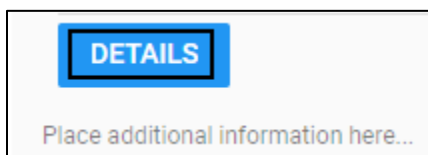
1. Tap a missing punch tile in the outstanding items.



2. Add the missed punch with its punch date and punch time. Tap **SAVE**.



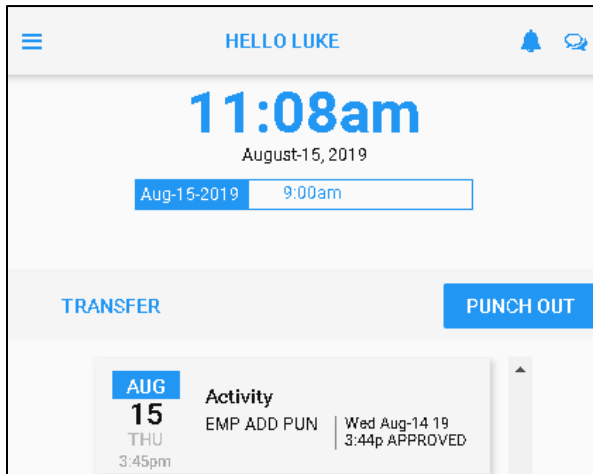
Note: For more information, tap **DETAILS**.



The time card is displayed with dates, punches, worked hours, and schedules.

BACK		HOME				
TIME CARD						
Date	In	Out	In	Out	Amount	Schedule
Thu Aug-15 19	9:00a				0:00	9:00/17:00
Thu Aug-15 19					0:00	Regular 1

- The employee added punch is submitted and displayed in the **Activity** tile marked as **EMP ADD PUN** on the home screen.

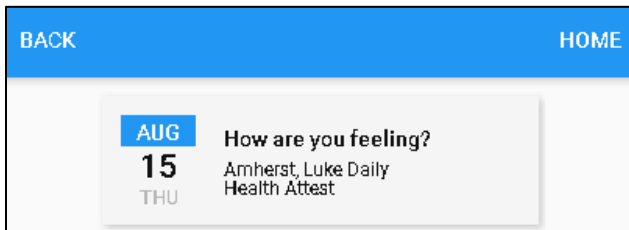


Addressing Attestation

When an employee is scheduled to work, their shifts are complete, or uses biometric time clocks, they are promoted within the mobile app to answer yes/no questions to attest their daily health, daily work condition, pay period work conditions, and biometric policy of time clocks.

Daily Heath Attestation

When an employee is scheduled to work, they need the health attest.



Select YES if the employee feels sick with the symptoms described in the instructions. Otherwise, select NO.

BACK HOME

How are you feeling?

Date
08/14/2019

Have you been free of any of the following symptoms in the past 48 hours: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea

YES NO

✓

DETAILS

Amherst, Luke Daily Health Attest

SAVE

BACK HOME

How are you feeling?

Date
08/14/2019

Have you been free of any of the following symptoms in the past 48 hours: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea

YES NO

✗

DETAILS

Amherst, Luke Daily Health Attest

SAVE

The employee submitted health attestation is displayed in the **Activity** tile marked as **EMP HEALTH ATTST** on the home screen.

HELLO LUKE

11:08am
August-15, 2019

Aug-15-2019 9:00am

TRANSFER PUNCH OUT

AUG 15 THU 3:41pm

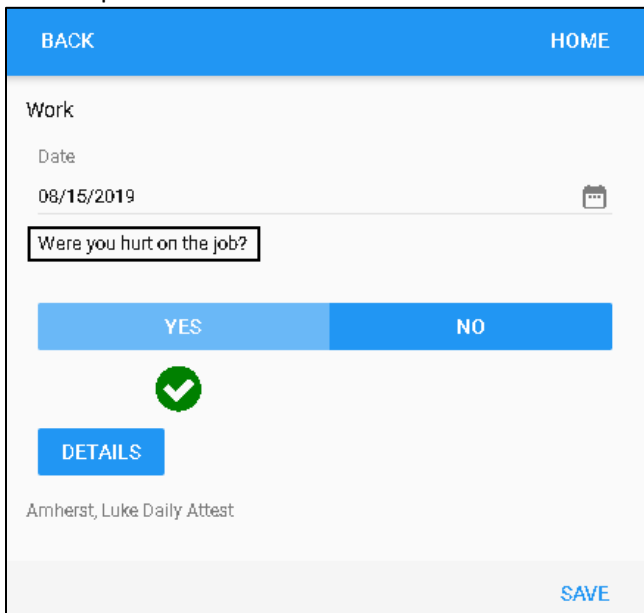
Activity
EMP HEALTH ATTST | Wed Aug-14 19 No

Daily Work Condition Attestation

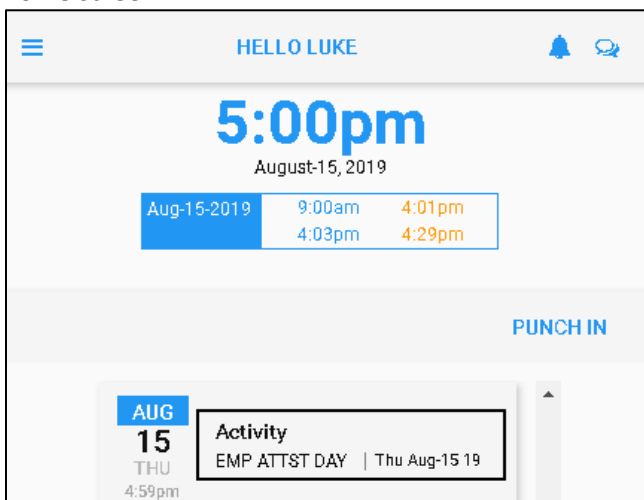
When an employee's shifts are completed, they need the daily work condition attestation.



The employee need attest the work conditions of their shifts. Tap **YES** or **NO** for answering the question about the completed shift.

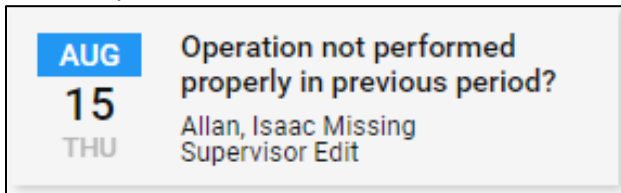


The employee submitted work condition attest is displayed in the **Activity** tile marked as **EMP ATTST Day** on the home screen.



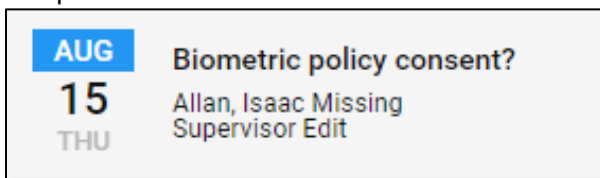
Period Work Condition Attest

Similar to the daily work condition attestation, when an employee's shifts are complete in previous period, they need the period work condition attest.



Biometric Policy Consent Attest

When an employee uses biometric time clock to punch In and Out, they need the biometric policy consent to accept or decline the Terms and Conditions of Use and Privacy Policy for collecting biometric identification.

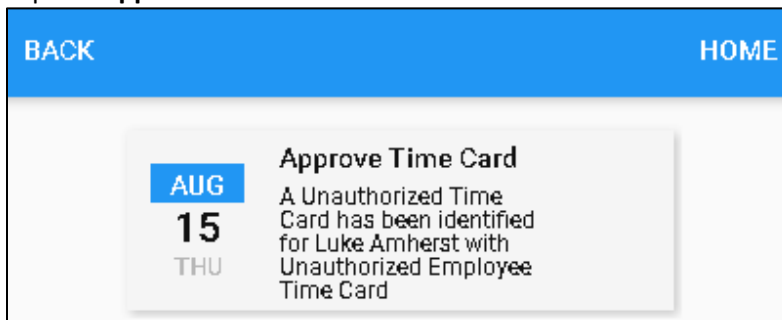


You have been asked to provide certain biometric data for use in connection with our biometric timeclocks and/or timeclock attachments or applications. This biometric data may include, for example, information based on your fingerprints, handprints, or your hand or face geometry. This data, along with associated identification numbers or other identifying information, will be used for the purpose of authenticating and tracking your time and attendance while you are employed or otherwise engaged by us.

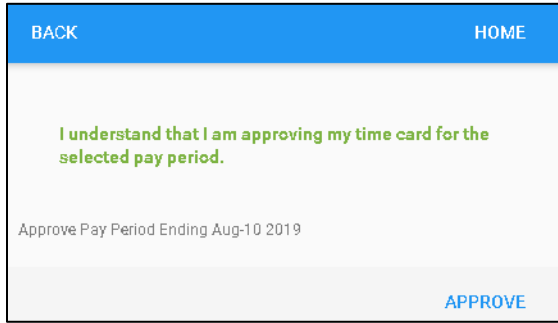
Authorizing Time Card

To authorize the time card:

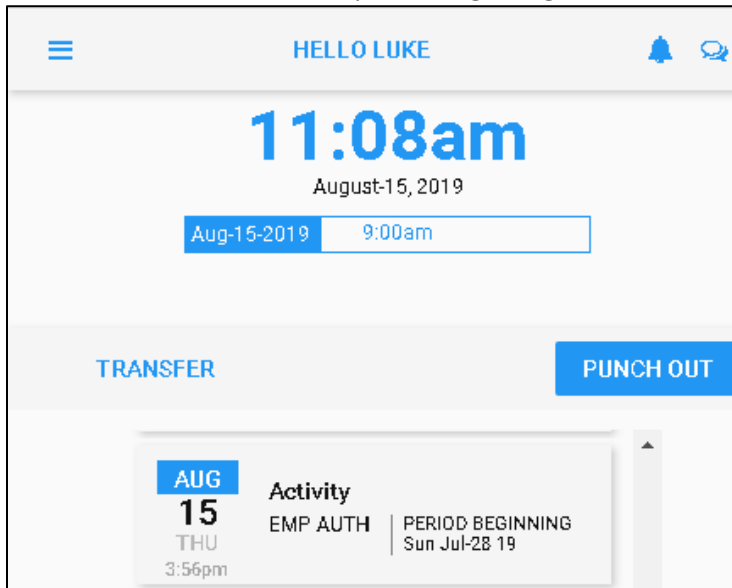
1. Tap the **Approve Time Card** tile.



2. Tap **APPROVE**.



3. The employee approved time card is submitted and displayed in the **Activity** tile marked as **EMP AUTH** on the home screen with the period beginning date and the day of the week.



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