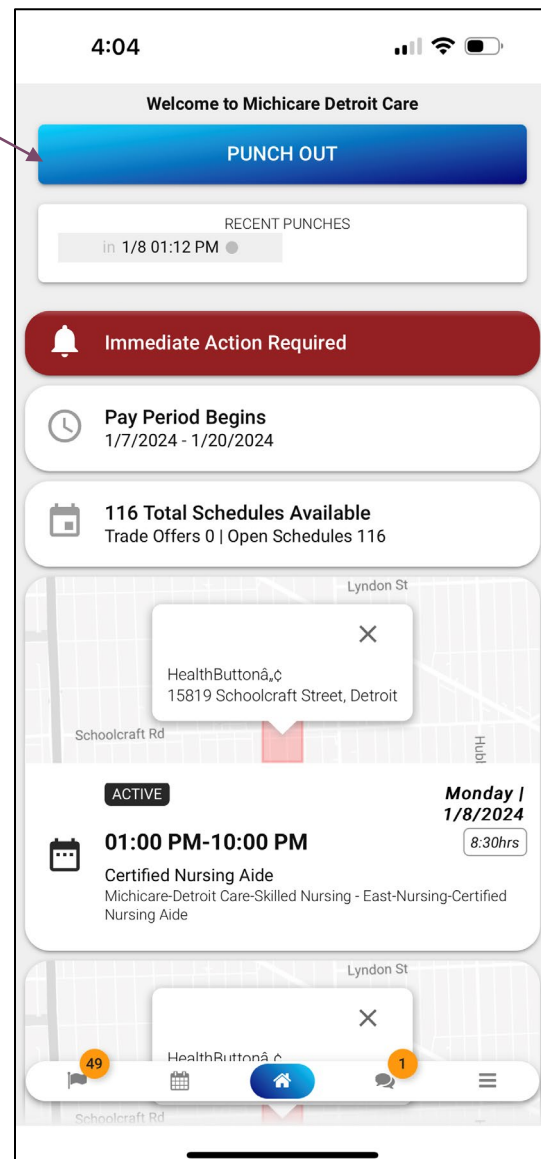
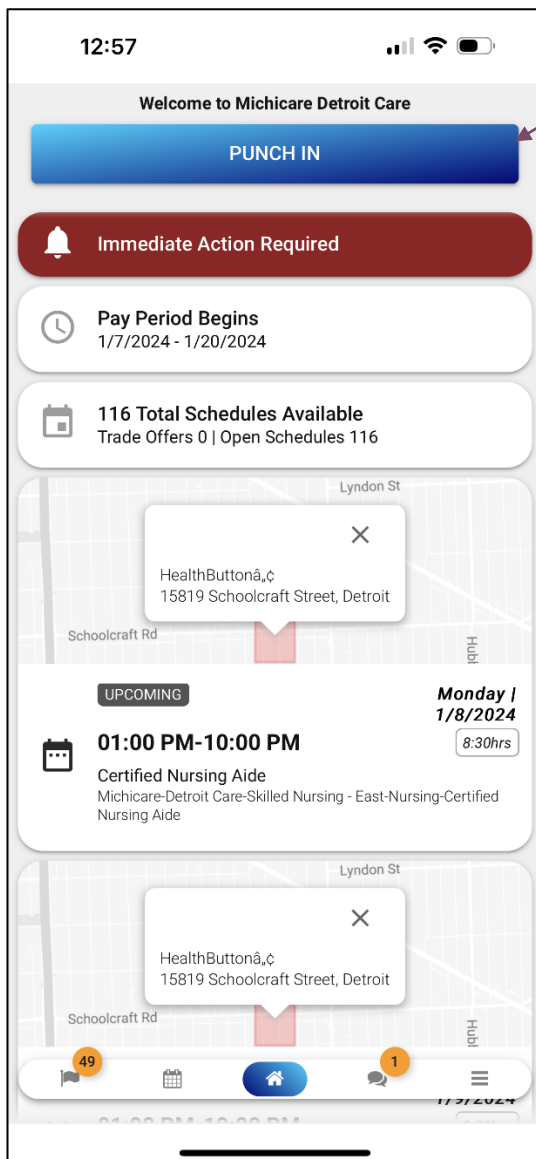


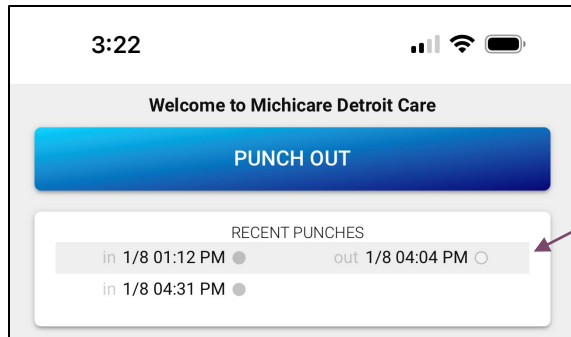


Punching In/Out

You can punch in or out of a work shift in My Attendance Manager directly from the home screen by tapping the PUNCH IN or PUNCH OUT button.



Date and times for recent punches are displayed in the Recent Punches banner below the punch button.

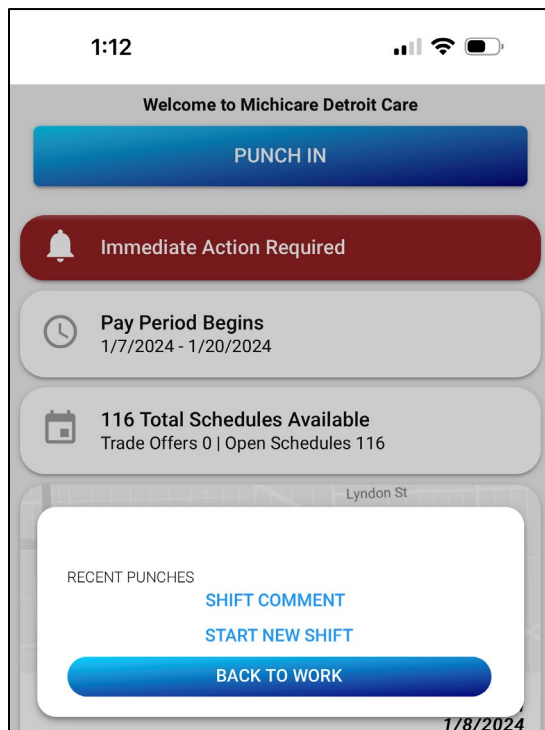


Punching In

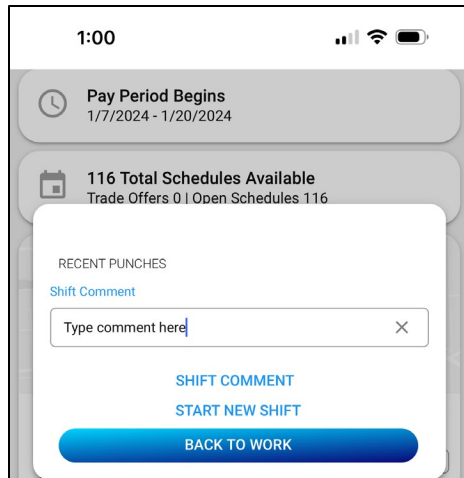
To punch in for a shift, tap the Punch In button. Select the type of punch you are entering:

Start New Shift – Select this when you are starting your shift.

Back to Work – Select this when you are returning to work from break or lunch.



Add a comment for your manager to your shift by tapping Shift Comment. Type your message in the dialog box followed by either your in punch or out punch.

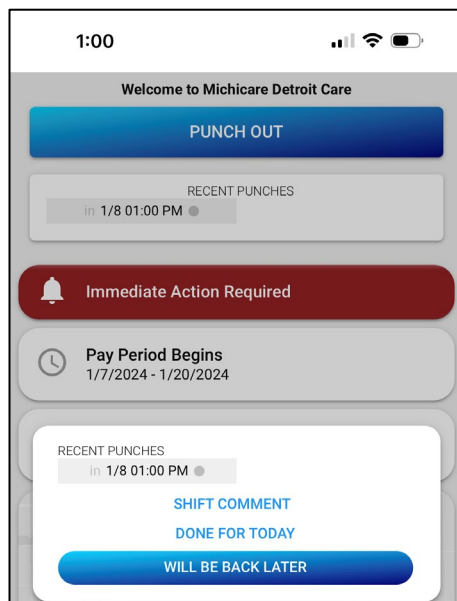


Punching Out

When punching out during a shift, you have the option to punch out for the day or punch out indicating that you will be back later. Your two options are:

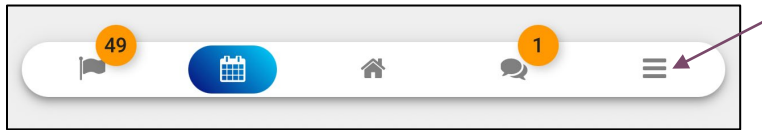
Done for Today – Select this option when you are punching out at the end of your shift.

Will Be Back Later – Select this option when you are punching out, but plan to return to work later that day.

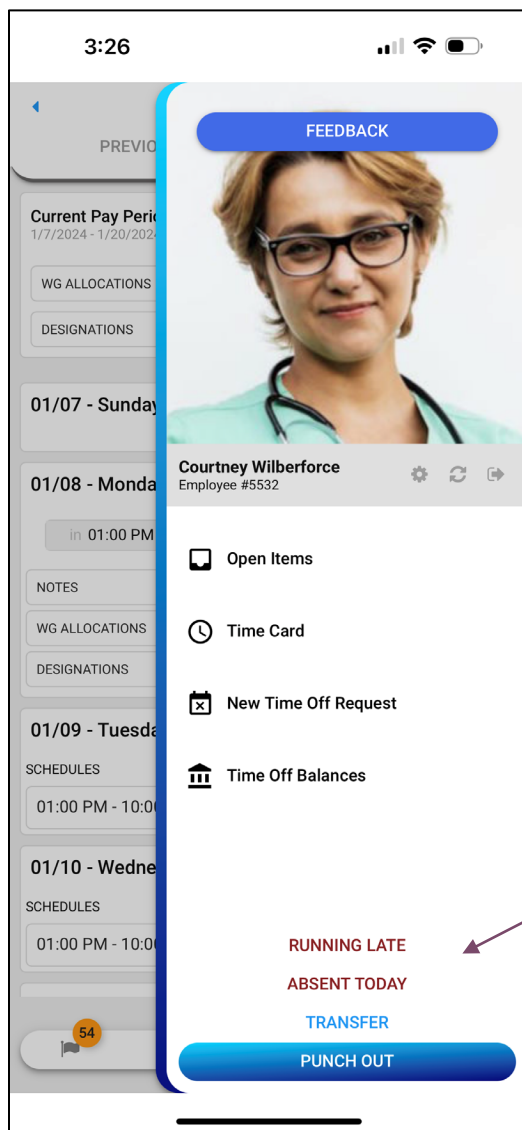


Additional Punch Features

The Personal Information screen has additional features for punching when you are running late or will not be able to work your shift. To access these features, tap the menu button in the home screen.

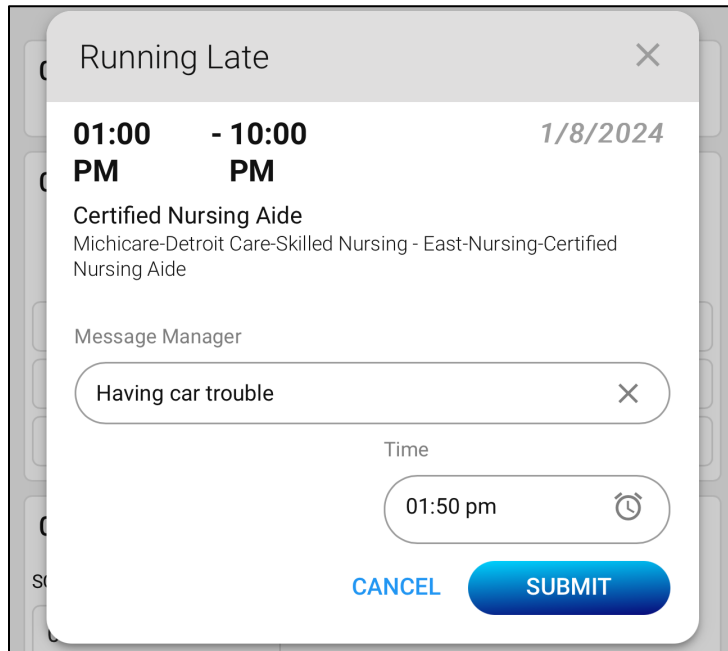


Your Personal Information screen will be displayed. The Running Late and Absent Today features are located at the bottom of this screen.

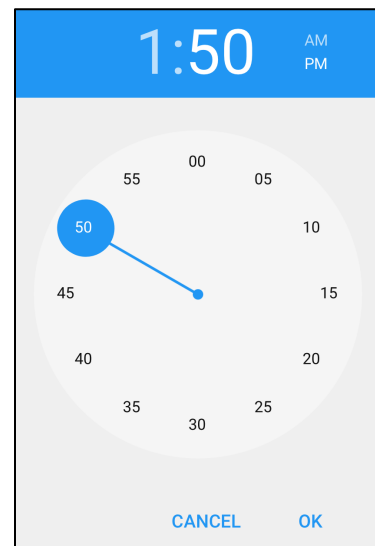


Running Late

If you are running late for a shift, you can communicate the delay to your manager with an explanation and an estimated punch in time. Tap Running Late in your Personal Information screen to view the Running Late pop-up window.



The 'Running Late' pop-up window is a white card with a grey header and footer. The header contains the title 'Running Late' and a close icon. The main content area displays the shift times '01:00 - 10:00 PM PM' and the date '1/8/2024'. Below this, the user's role 'Certified Nursing Aide' and employer 'Michicare-Detroit Care-Skilled Nursing - East-Nursing-Certified Nursing Aide' are listed. A 'Message Manager' section features a text input field with the placeholder 'Having car trouble' and a clear icon. A 'Time' section shows a digital clock set to '01:50 pm' with a clock icon for selection. At the bottom are 'CANCEL' and 'SUBMIT' buttons.



The time selection screen features a blue header with the time '1:50' and 'AM PM' toggle. The main area is a clock face with a blue hand pointing to 50 minutes. The clock face has numbers from 00 to 55 in increments of 5. At the bottom are 'CANCEL' and 'OK' buttons.

Type a message to your manager in the Message Manager field as needed. Enter an estimate time of arrival by tapping the clock icon in the Time field. Select the arrival time in the clock screen by: swiping the clock arm, tapping AM or PM and tapping OK. Tap the **Submit** button after entering your message and estimated arrival time.

Absent Today

If you are unable to work your any of your shift, tap Absent Today in the Personal Information screen to notify your manager that you will not be in. The Absent Today pop-up window has a Message Manager field where you can type a message to your manager. Tap the **Submit** button to send the notification.

The screenshot shows a mobile application interface with a pop-up window titled "Absent Today". The window has a close button (X) in the top right corner. Inside the window, the shift information is displayed: "01:00 - 10:00" and "PM PM", with the date "1/8/2024" to the right. Below this, the job title "Certified Nursing Aide" is listed, followed by the location "Michicare-Detroit Care-Skilled Nursing - East-Nursing-Certified Nursing Aide". There is a "Message Manager" section with a text input field containing "Not feeling well" and a close button (X). At the bottom of the window are two buttons: "CANCEL" and "SUBMIT".

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