EMPLOYEE TIMESHEET INSTRUCTIONS – MOBILE APP

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SUMMARY

This guide is to assist you in navigating and clocking in and out for your shifts within the Mobile Dayforce Application on your phone. There will be instructions on how to review and authorize your timesheets.

Overview

Your Overtime (OT) calculations will be dependent on the state you work in.

For most states, overtime is earned after the 40th hour of the work week. For Colorado associates, you will receive OT if worked more than 12 hours within the day or 40 hours within the work week. For Minnesota associates, you will receive OT for time worked beyond the 48th hour within the work week.

The mobile application's Light and Dark modes are dependent on your phone's system settings
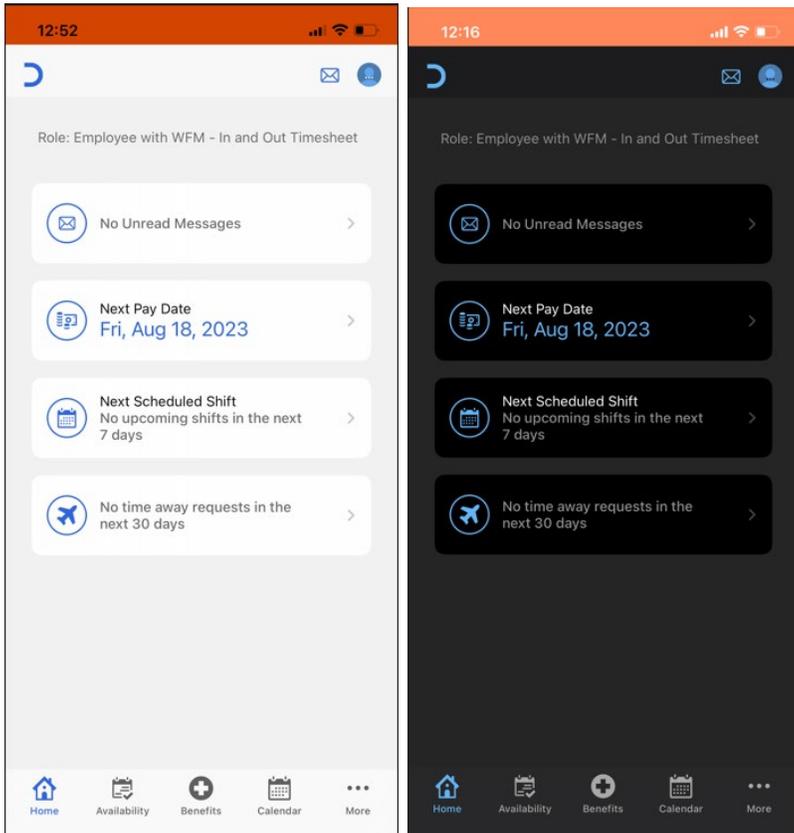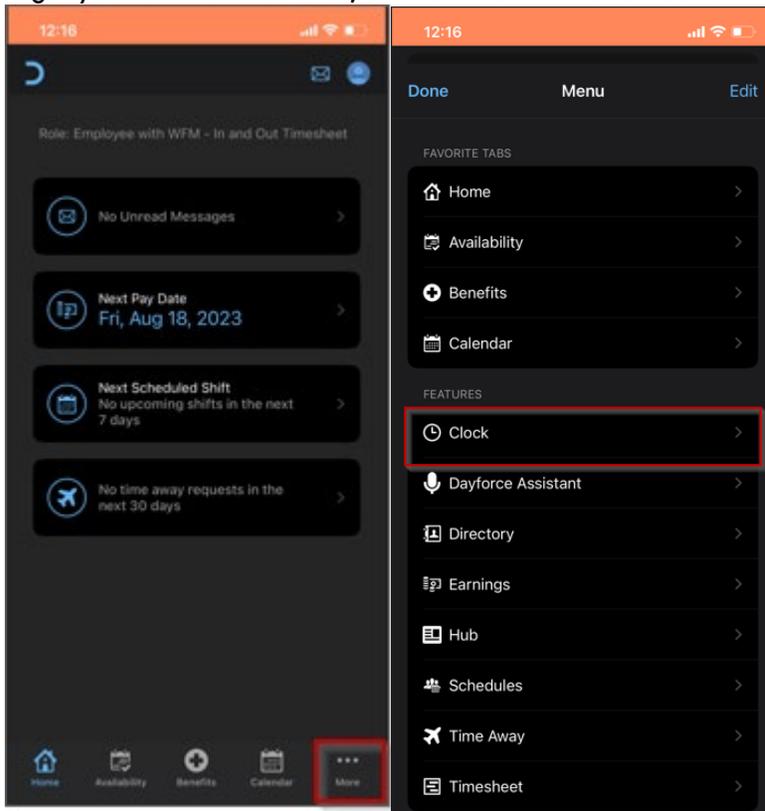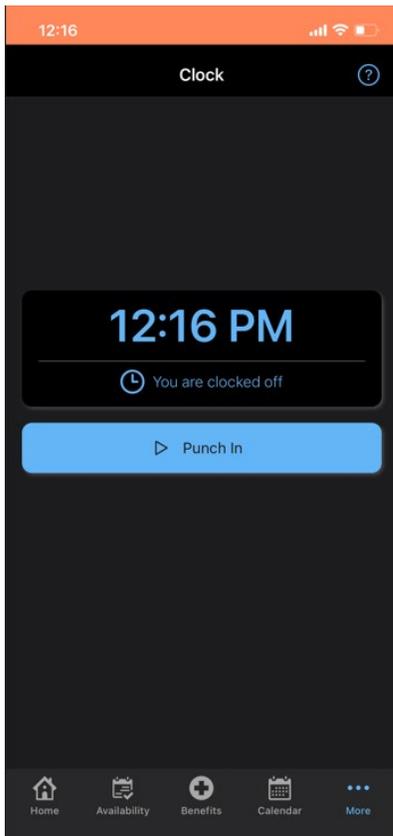
Time Clock Features – Mobile App

1. Log into the Dayforce Mobile App
   - The homepage will display information regarding your messages, the next pay date, your next scheduled shift, and your time off requests
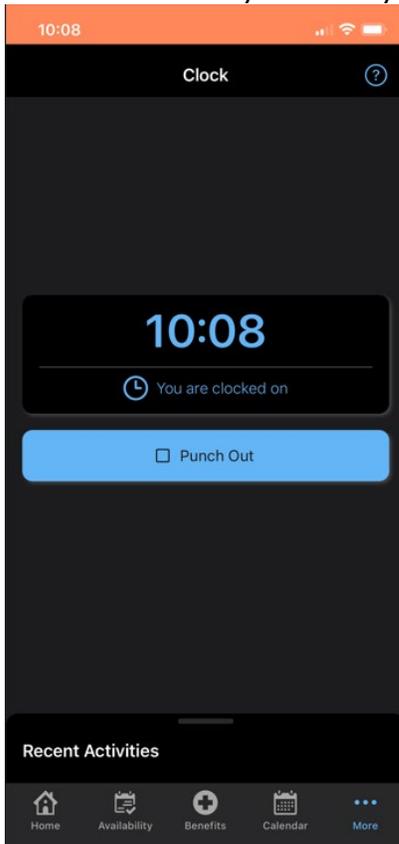
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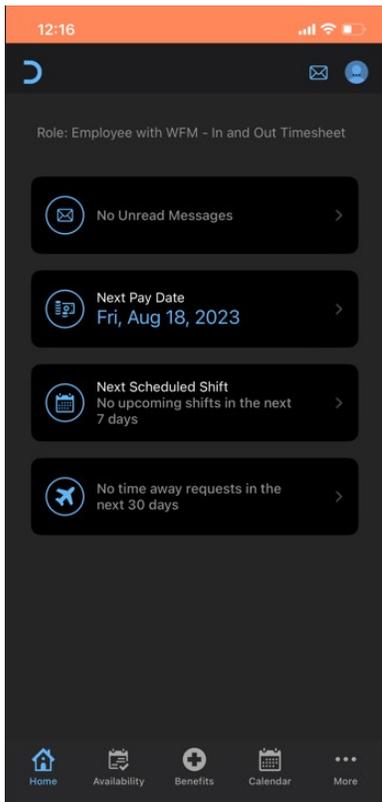
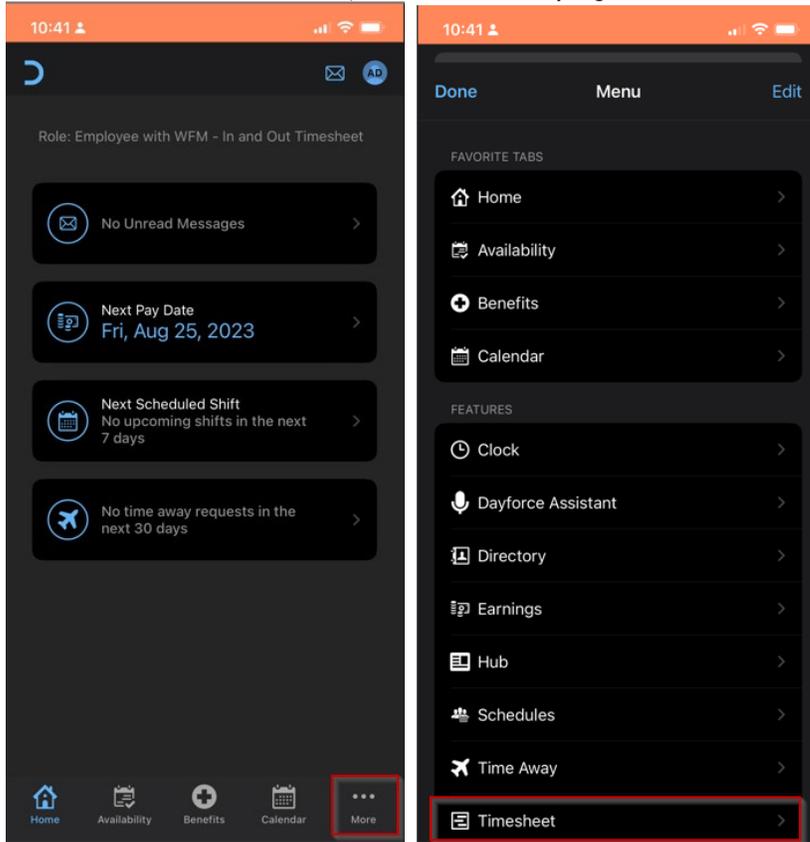2. To begin your shift and clock in, click on the "… More" icon at the bottom right > then Clock

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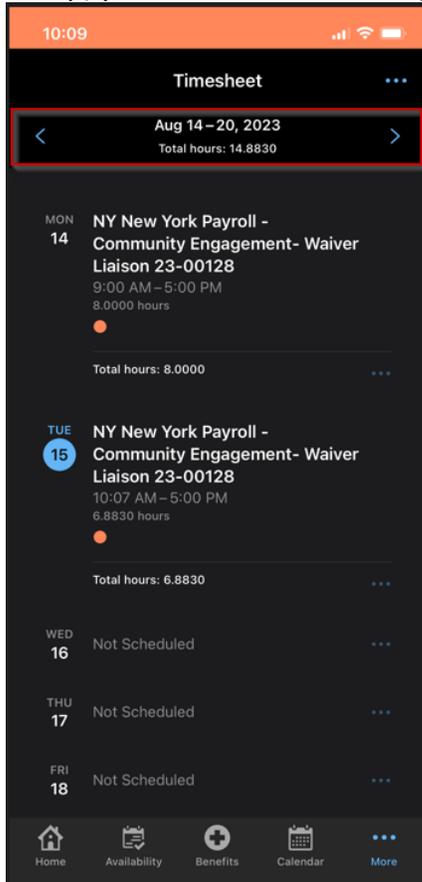3. Click on Punch In to log your shift start time for the day

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4. To clock out for the day and end your shift, navigate to your Clock and click on Punch Out


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Timesheet Review

1. To review the week's timesheet, from the home page > click on More > then Timesheet

2. At the top, you will see the date range of the week that is being displayed

3. Clicking on the day will display the Shift Details including when your shift started and ended, details on the times for your breaks and meals, and will give you the ability authorize the shift for that day
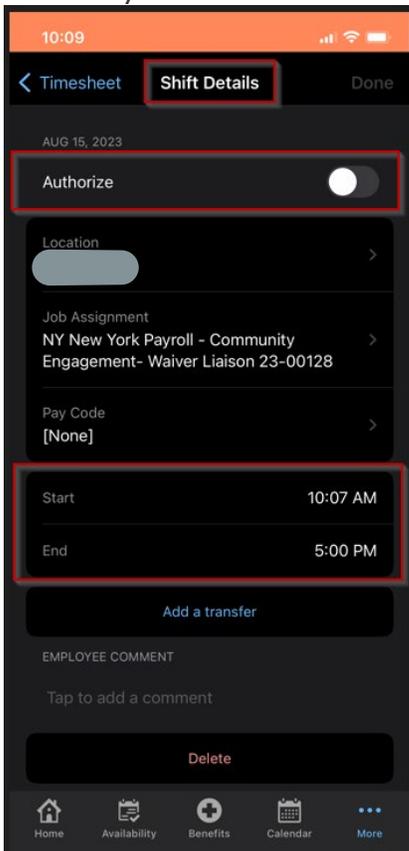
4. Alternatively, you can choose to authorize the entire week. To do so, on the timesheet screen > select the "…" to the top right > select Authorize
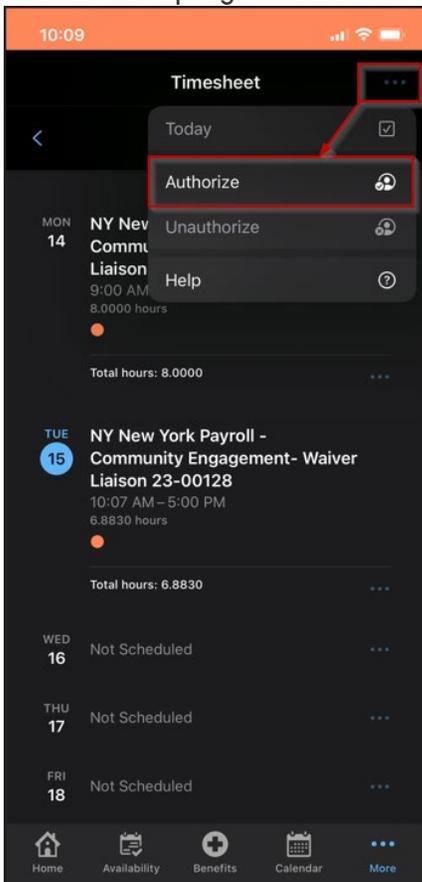
5. On the Authorize screen, you can choose to select reach day or Select All at the top > click on Done at the bottom when complete

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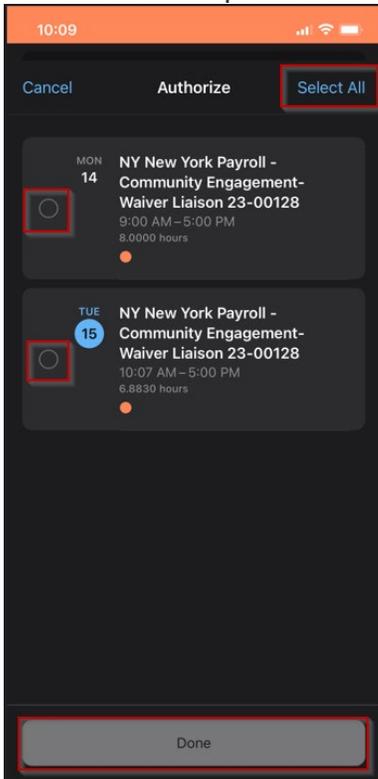
6. After click on Done, this will navigate you back to Timesheets with "Edited" marked on the shifts you just authorized. To finalize on your authorization, select Save

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