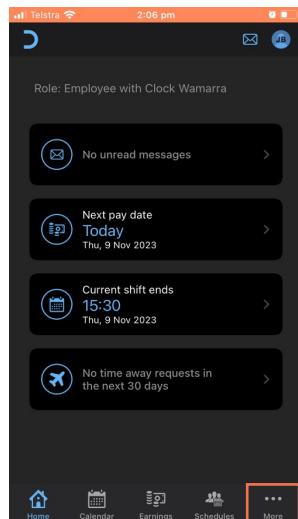


How to record start and finish times - App

This user guide outlines how to record start and finish times via the Dayforce App.

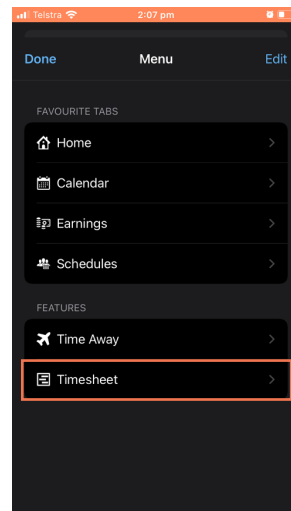
Step 1

Go to the Home screen and click **more**.



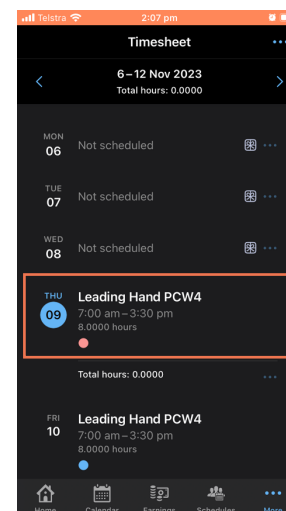
Step 2

Click **timesheets** from the menu.



Step 3

Click on **shift** for required day.



Step 4

Here you can adjust your start and finish times. Click on 'Employee Comment' to add comments such as extra travel, higher duties, inclement weather etc.

Click **Authorise**.

