

Clocking in and Out of Dayforce

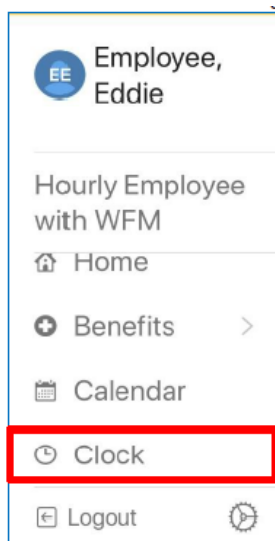
If you are an hourly paid team member, you are responsible for tracking your work hours by clocking in and out in Dayforce everytime you work.

- You must clock in and out each day that you work, and this is how your paycheck is calculated.
- You can clock in and out of Dayforce from the Dayforce mobile app or from desktop application on your computer.

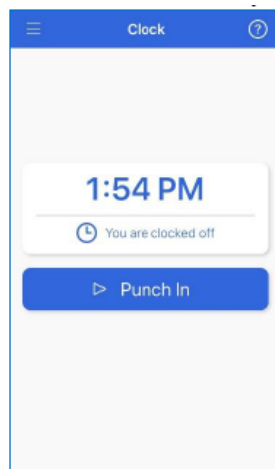
Using the Mobile App

The clock feature in the mobile app allows hourly team members to clock in and out for a shift using their mobile device.

1. Tap clock from the navigation panel in the app.

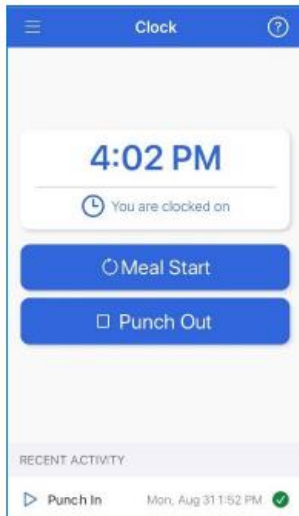


2. Tap Punch In to start your shift.



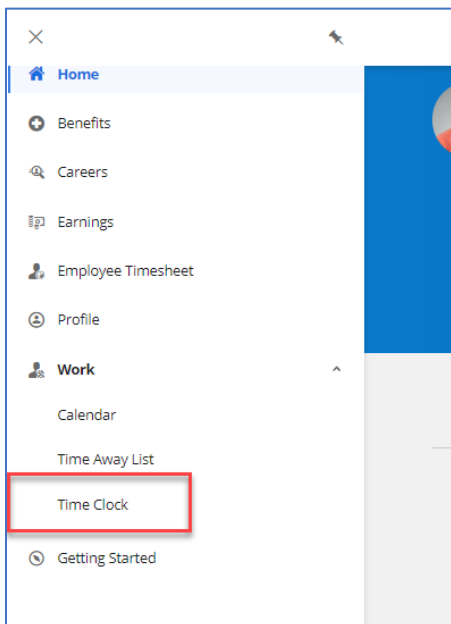
Clocking in and Out of Dayforce

3. More options display after you are punched in, such as Meal Start and Punch Out. Tap Meal Start to start a meal break and Meal End to end a break. At the end of your shift, tap Punch Out to end the shift.



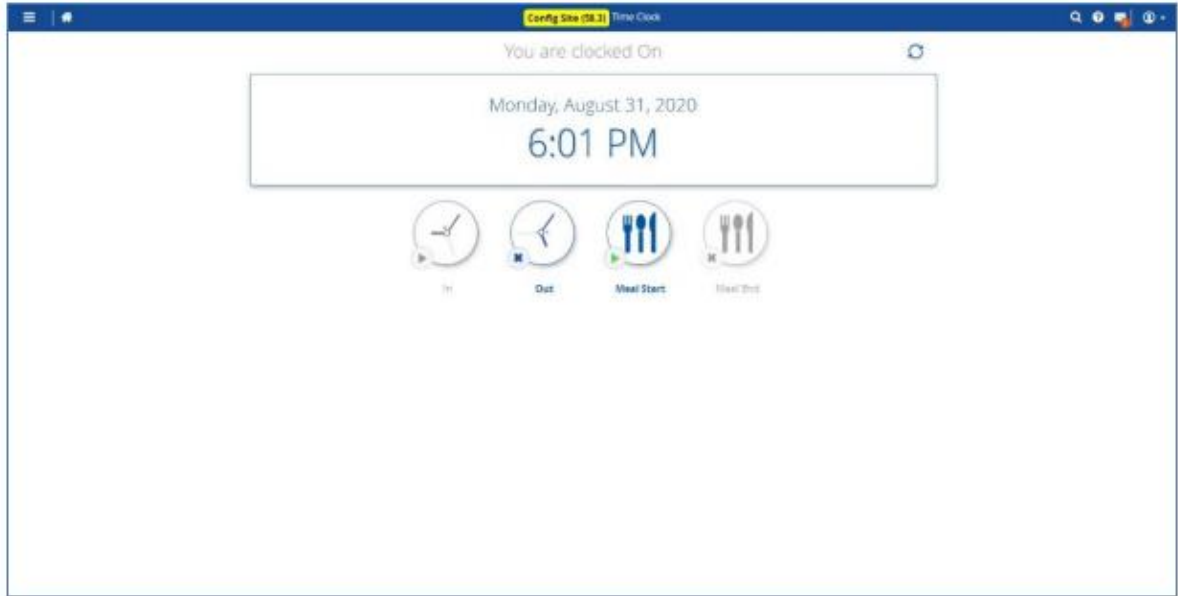
Using the Desktop Application

1. To access the web clock, select Work, then Time Clock from the menu on the upper left.



2. Use the clock icon to record your time in, time out and meal breaks.
 - a. Select In for your first punch of the day, Meal Start to begin your meal period, Meal End to end your Meal period, and Out to end your work day.

Clocking in and Out of Dayforce



Using either the Dayforce mobile app or the Desktop application, it is critical that you record your time in Dayforce accurately each day to insure your paycheck is accurate.