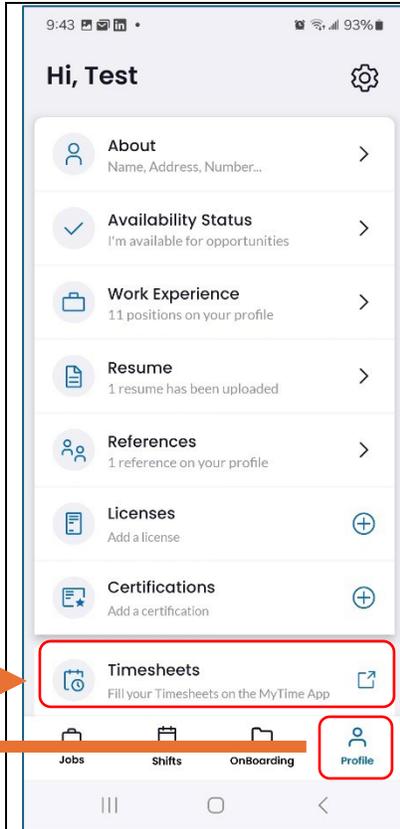


AltoStaff App Entering Hours Overview



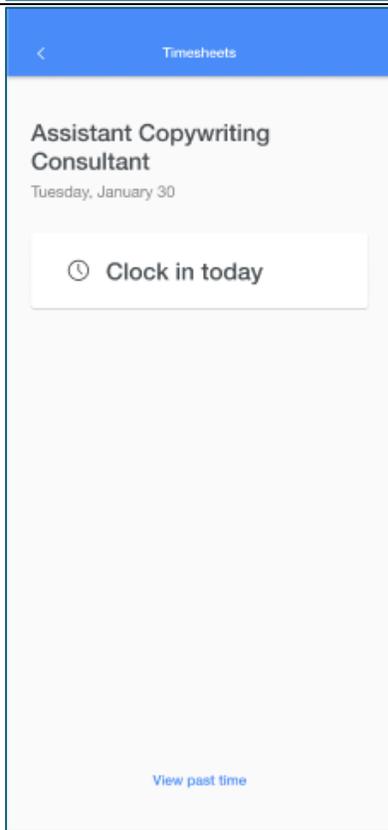
When you're in your AltoStaff app, click the **Profile** icon at the bottom right. Note: You can only clock in and out using the mobile app. Download the app before your first assignment.

After clicking your profile, you'll see "**Timesheets**" near the bottom, as shown in the image. Clicking this will open the MyTime app. You can also download the MyTime app separately from the AltoStaff app if you prefer.

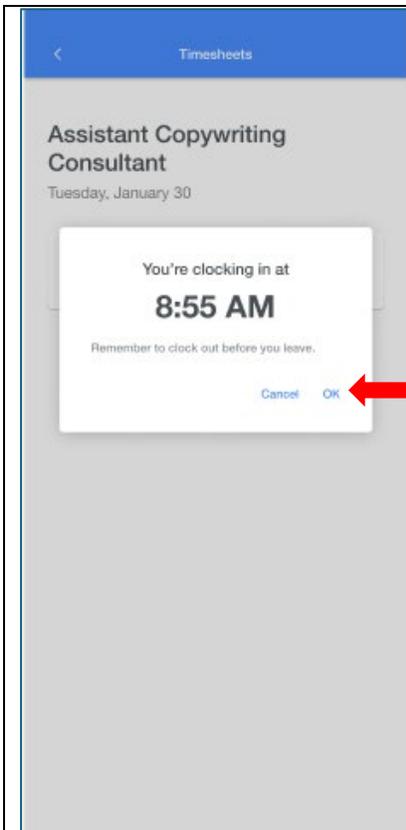
Links to download MyTime App

Apple / IOS: [Click Here](#)

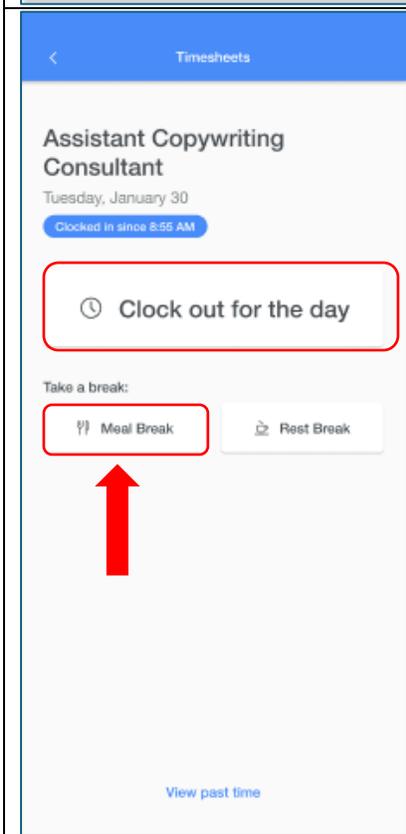
Play Store: [Click Here](#)



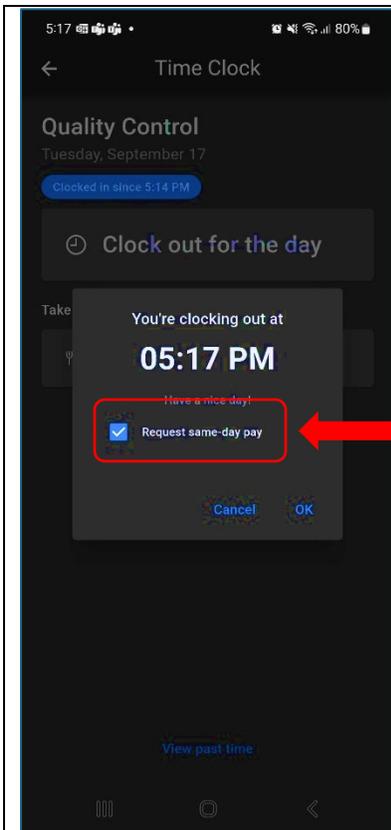
When you first open the MyTime app or by clicking on Timesheets under your profile via the Alto Staff app, you'll see a list of all the jobs you've been hired for. Click on the job at the facility where you're currently working to view the dates of all your shifts. Once you select a shift, you'll be able to clock in as demonstrated in the example on the left.



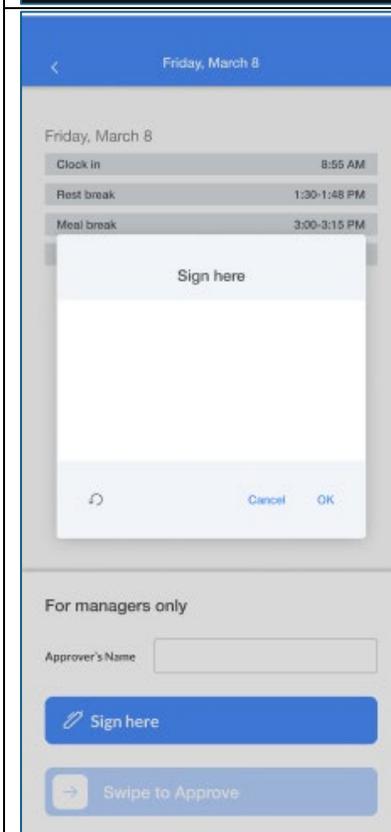
It will confirm your clock in time, and you will just click OK



Before clocking out for the day, you must enter any meal breaks taken by clicking "**Meal Break.**" If no meal break was taken, you must click on "Meal Break **Note**" and type in "**No Meal Break was Taken**" along with an explanation. Once a meal break has been accounted for, you may clock out by clicking "**Clock Out**" in the app as shown to the left.



Once you clock out, a screen will appear asking if you'd like to '**Request Same Day Pay.**' Please note that you must be eligible for same day pay to use this option. If you don't see this option, you can contact payroll to have it enabled.



Once you confirm your hours, the screen on the left will appear for you to obtain your supervisor's signature. A supervisor must enter their name and sign off on your timecard. This image will be stored with your timecard for verification of who the approver was. The client will then reapprove all hours, having seen the supervisor's signature.

(A Supervisor must sign)