

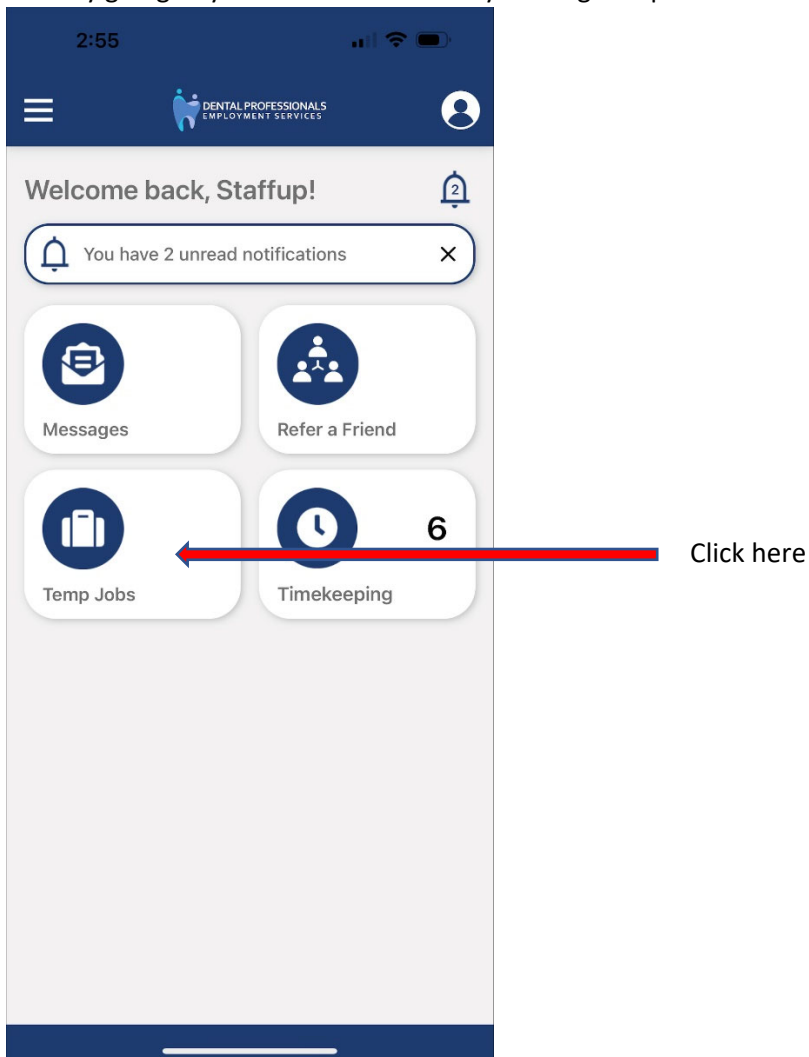


DENTAL PROFESSIONALS
EMPLOYMENT SERVICES

Mobile App Instructions – How to Log Time

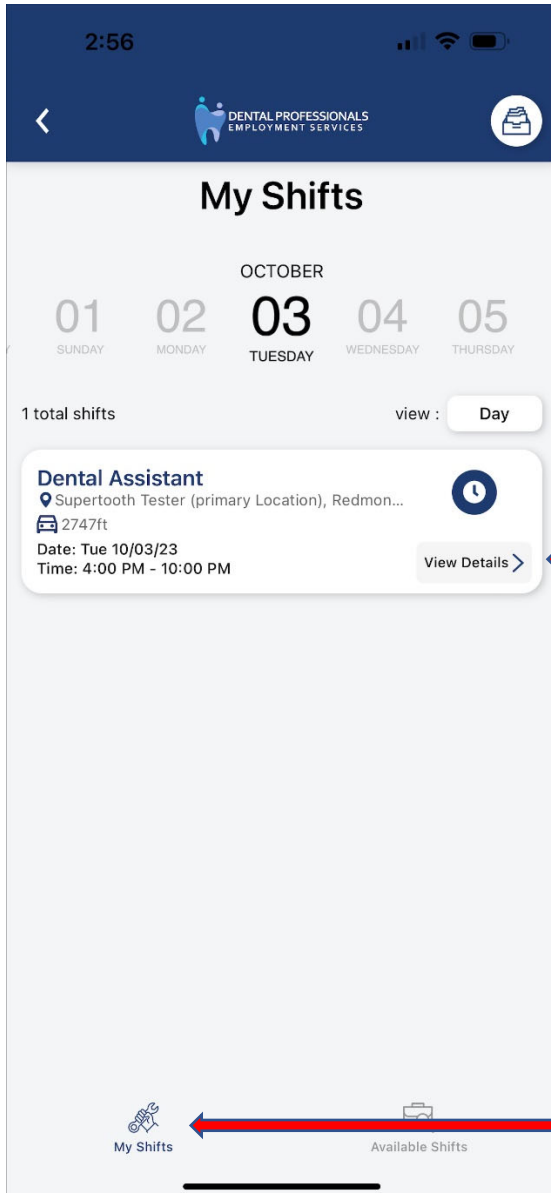
Please see below for how to log time in the mobile app.

1. Start by going to your scheduled shifts by clicking Temp Jobs





2. Click on My Shifts at the bottom of the screen to see where you are scheduled each day. Click view details on the day's shift to for the timesheet, location and directions.



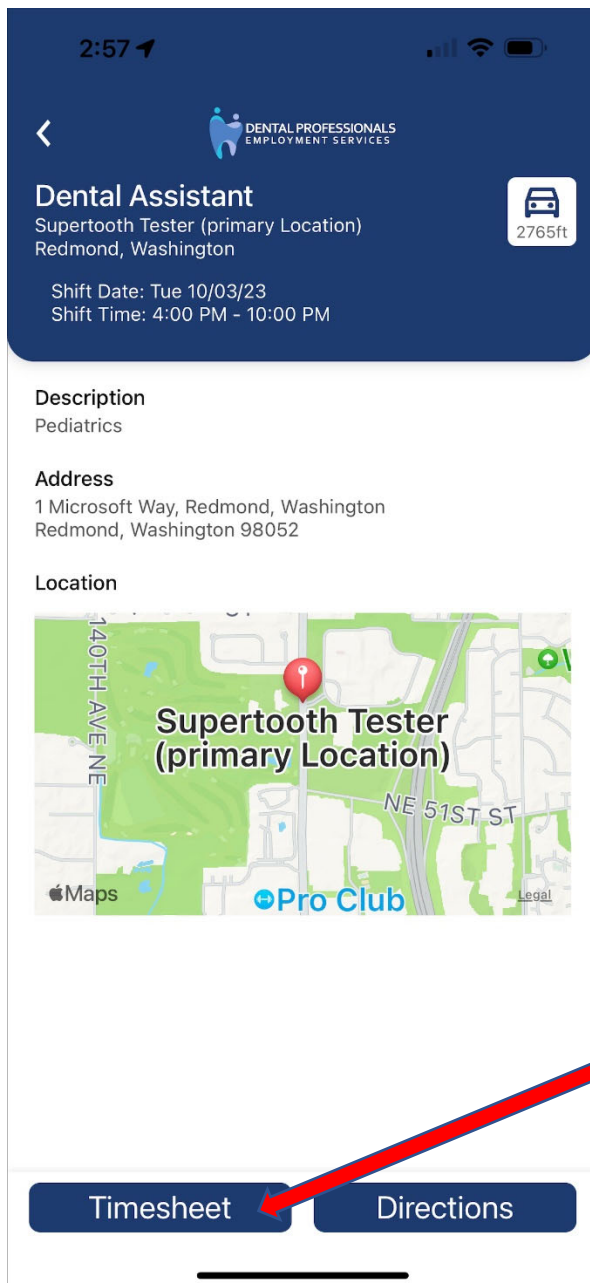
Click here to view shift details, timesheet, location and directions.

Click here to see your schedule



DENTAL PROFESSIONALS
EMPLOYMENT SERVICES

3. The Shift Details screen will look like this below. Click Timesheet to log your time.



Click here




Click here to
access the
timesheet.



DENTAL PROFESSIONALS
EMPLOYMENT SERVICES

- Once in the timesheet click on Clock In to start your shift.


2:58



[< Back](#)

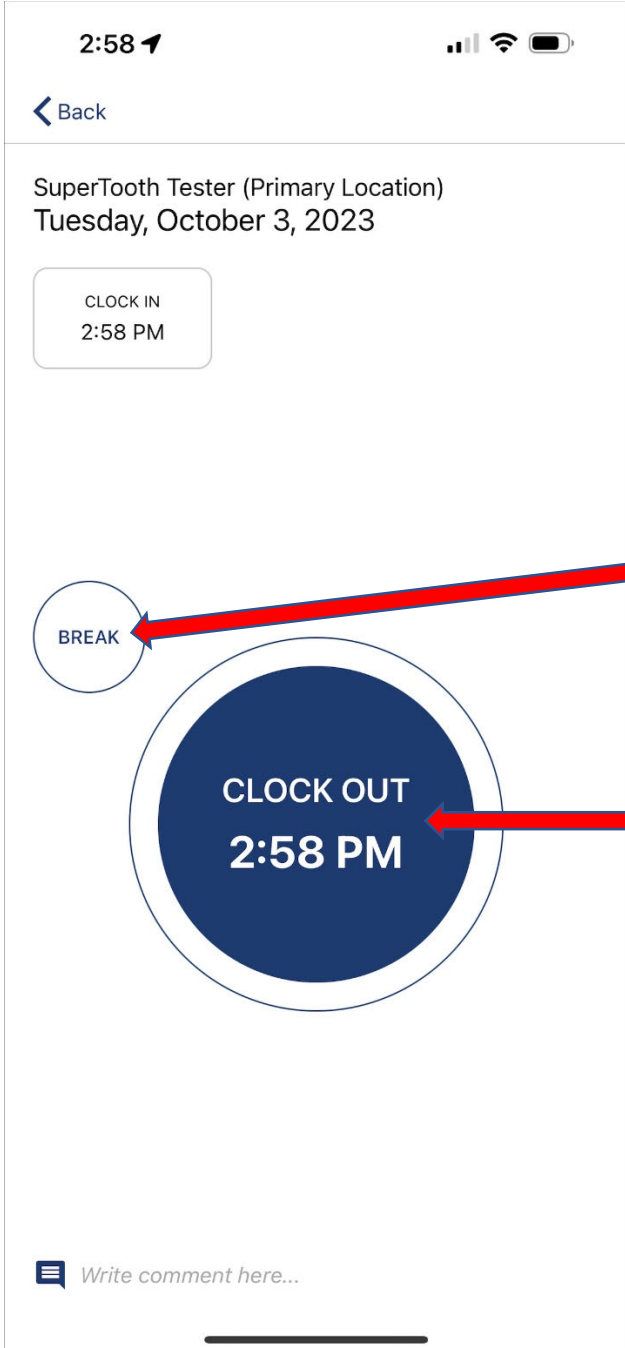
SuperTooth Tester (Primary Location)
Tuesday, October 3, 2023

CLOCK IN
2:58 PM

 Write comment here...

Click here to
start your shift

5. Next you can either start a break or end your shift.



The screenshot shows a mobile app interface for 'SuperTooth Tester (Primary Location)' on 'Tuesday, October 3, 2023'. At the top, the time is 2:58. Below the location and date, there is a 'CLOCK IN' button showing '2:58 PM'. Further down, there is a 'BREAK' button and a large 'CLOCK OUT' button showing '2:58 PM'. Red arrows point from external text labels to these buttons: one from 'Click here to start your break' to the 'BREAK' button, and another from 'Click here to end your shift' to the 'CLOCK OUT' button. At the bottom, there is a comment field with a speech bubble icon and the text 'Write comment here...'.

2:58

< Back

SuperTooth Tester (Primary Location)
Tuesday, October 3, 2023

CLOCK IN
2:58 PM

BREAK

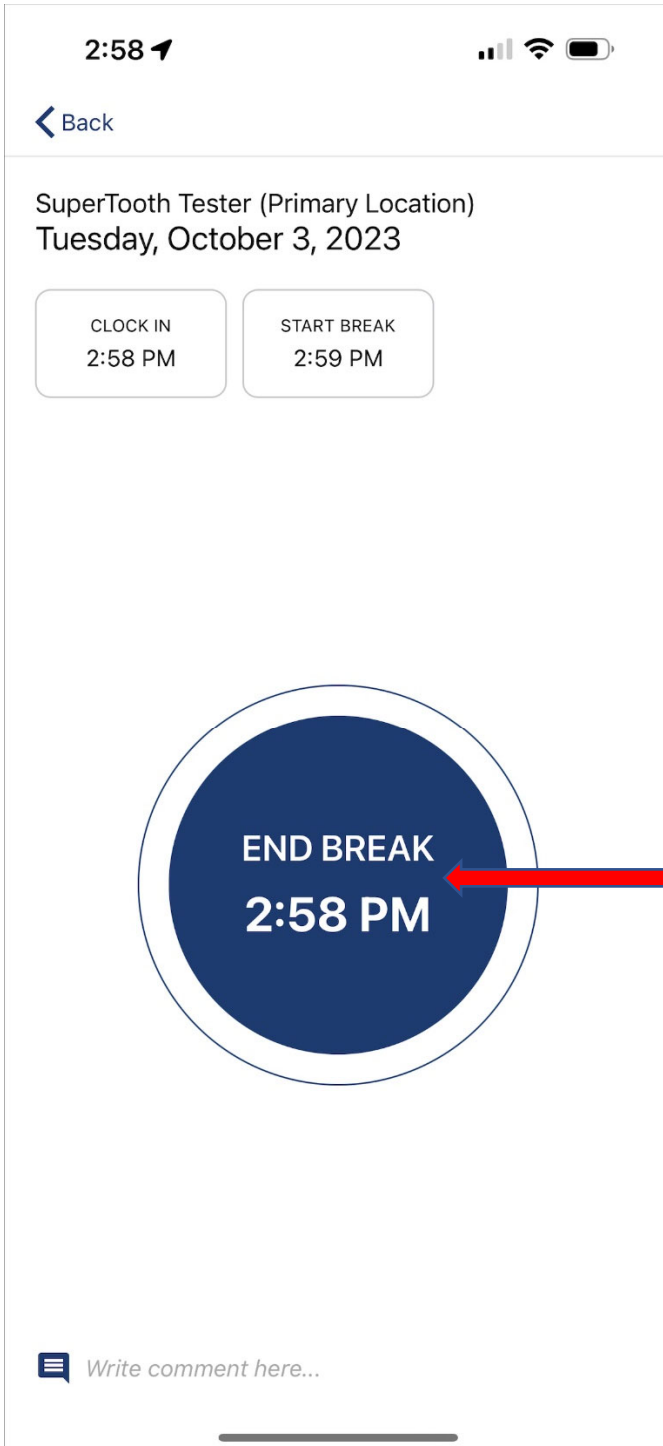
CLOCK OUT
2:58 PM

Write comment here...

Click here to start your break

Click here to end your shift

6. When you return from break the screen will look like this to clock back in.



2:58

< Back

SuperTooth Tester (Primary Location)
Tuesday, October 3, 2023

CLOCK IN
2:58 PM

START BREAK
2:59 PM

**END BREAK
2:58 PM**





Write comment here...

Click here to
end your break



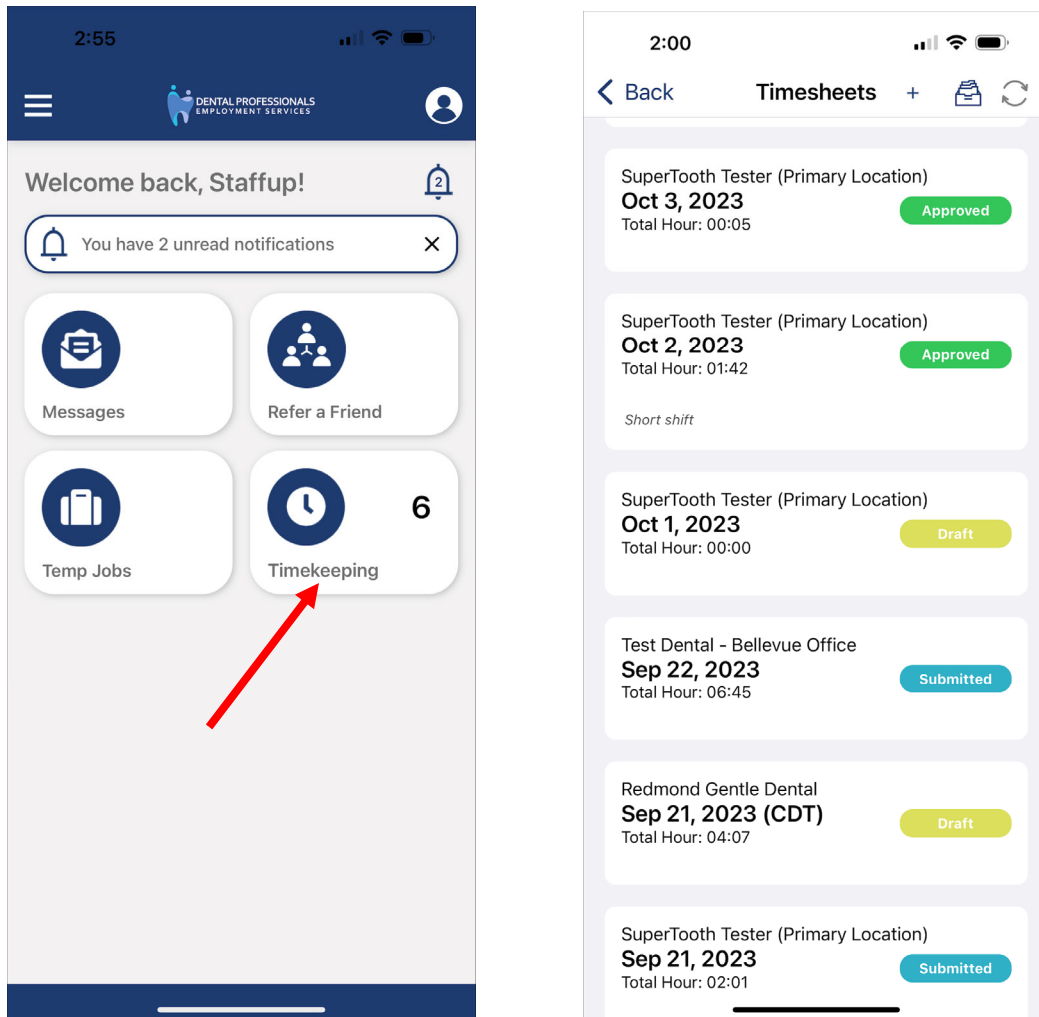
DENTAL PROFESSIONALS
EMPLOYMENT SERVICES

7. After your shift review your hours and click submit. You will then get a second screen that shows your total hours and gives you an opportunity to submit comments. If you need any corrections made to your timesheet you can text or call us at 206-767-4851.

2:59		2:59	
 		 	
SuperTooth Tester (Primary Location) Total Hour: 00:05		SuperTooth Tester (Primary Location) Oct 3, 2023 Total Hour: 00:05	
Oct 3 Tuesday	<div>CLOCK IN 2:58 PM</div> <div>START BREAK 2:59 PM</div> <div>END BREAK 3:04 PM</div> <div>CLOCK OUT 3:08 PM</div>	<div>Write Comment</div>	
<div>SUBMIT</div>		<div>Done</div> <div>I The I'm</div> <div>Q W E R T Y U I O P</div> <div>A S D F G H J K L</div> <div>↑ Z X C V B N M</div> <div>123 😊 space return</div> <div>🌐 🎤</div>	



- From the home screen, click on Timekeeping to review all of your timesheets



VERY IMPORTANT – You must confirm your time punches with your onsite manager prior to you leaving the office after the completion of your shift. The onsite manager will need to log into the client self service portal and approve your timesheet before you leave the office. The onsite manager will also have the ability to edit your timesheet if the time punches are not correct for any reason.

*****It is very important you confirm with the onsite manager that your timesheet is approved BEFORE YOU LEAVE THE OFFICE so that we can pay you in a timely manner.**