

Starting a New Shift

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Employees home screen will look like the below image.

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To start a new shift:

1. Press the 'new shift' button
2. Select a paycode for the shift
3. Press the 'start shift' button.

Note: The paycode that you checked as 'default' on this employee will be the paycode that automatically shows up as the paycode to start their shift with. Usually the default paycode will be one that they are starting their day with frequently.

After a shift has started, the time starts counting for that day's shift. The paycode that you select at the start of your shift will show up as the 'shift code' for that shift.

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There will be times throughout the day that you will need to change to a different paycode, depending on what you are working on.

To change the paycode:

1. Go to the 'task' functionality.
 2. Select a paycode from the task paycode dropdown and press the 'start task' button on the right.
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