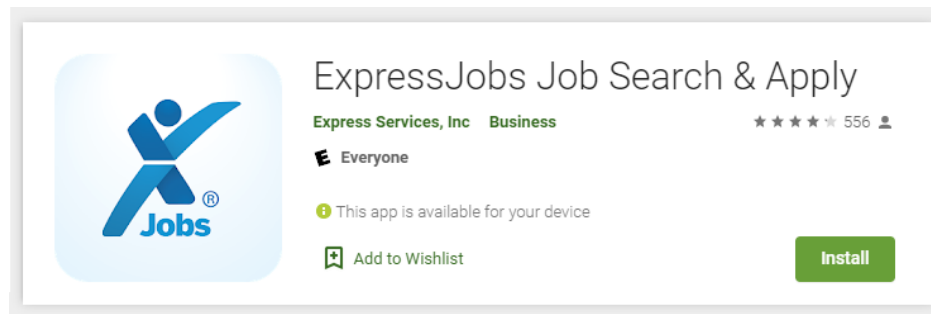


Submit Time on the ExpressJobs App

Congratulations on your assignment with Express! You are now able to use the ExpressJobs App to view, edit, and submit hours for each week worked.

Note: To get started, open the ExpressJobs app on your phone or tablet. If you need to download the app, search for the *ExpressJobs Job Search & Apply* app.



Once installed, using the app allows you to track time in two ways. You can use the app to clock in and out each day when you start and finish your shift, as well as track breaks as you take them throughout the day.

If you forget to enter your time for a specific day, you can go back and add or edit previous days.

Record your time worked each day following these steps:

1. Log into the app.

Note: Your login information will be the same as your online workforce account. If you do not remember your account information, contact your Express office for assistance.

2. Click **My Jobs** and select the correct assignment.
3. Click the **Schedule** icon. Today's date will display by default.
4. To log your time as you begin a shift, click **Clock In**, close the app and begin your shift.
5. To record a break, reopen the app, select **Start Break**. When the break is over, click **End Break**.
6. To clock out at the end of a shift, reopen the app and click **Clock Out**, then click **Confirm**. The total recorded hours for that shift will display.

The daily Clock In and Clock Out fields represent the ACTUAL TIME you start and end work for that shift. The Break fields represent the actual start and end time of any period during the shift you are not compensated, such as lunch or a doctor appointment.

To enter time for a previous day or to edit previously entered time:

1. Go to the **Schedule** section in the app.
2. Select the date that needs edited.
3. Click **Edit Hours**.
4. Enter exact clock in and clock out times.
5. Enter exact break times by clicking **Add Break**. The app allows you to record multiple breaks if needed.
6. Click **Save**.
7. When you are finished working for the week and all time has been entered, click **Submit Timecard**.
8. The Digital Signature and Acknowledgement block displays. Read and acknowledge the form, check the **Accept** check box, then click **OK**.

Your timecard has been submitted for approval and payment.

Note: You must submit a separate timecard for every assignment worked each week.

All timecards must be submitted to the office no later than 8:00 am Monday.