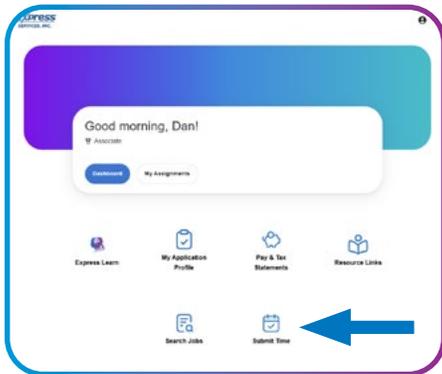


Using Deputy Web Entry

Express Employment Professionals uses a time entry system from a third-party provider, Deputy, for capturing time worked. There is a mobile app available for download from the [Apple App Store](#) or [Google Play](#). You can also enter time using Deputy web entry by going to [Portal.ExpressPros.com](#).



These instructions are specific to entering time via the web.

- 1.** You must have an account with Express at [Portal.ExpressPros.com](#) to access Deputy. After your account is created, you can log in at [Portal.ExpressPros.com](#) to submit time worked.
- 2. Start Shift** – From the Home Screen, select “**Clock in.**”
- 3. Select Area** – The location where you are working should display.
- 4. Clock In and Out for Breaks** – When you are ready to start your rest or meal breaks, log in through [Portal.ExpressPros.com](#) and select “**Submit Time**” to go to Deputy. Select “**Start Break and choose Meal break or Rest break.**” Select “**End Break**” to end your break and being working again.
- 5. End Shift** – At the end of your shift log back in, select the “**Clock out icon**” next to Start Break and then select “**Clock out.**”

Leave Requests and Availability – Do not submit leave requests or your availability through Deputy. This feature has been disabled for Express associates. Please contact your Employment Specialist at your Express office to request leave or update your availability.

