

Instructions for Time Entry with Deputy

Express Employment Professionals uses Deputy, a third-party time entry system, to capture time worked and provide accurate pay.

Using the Deputy Mobile App

These instructions are specific to entering time via the Deputy mobile app.

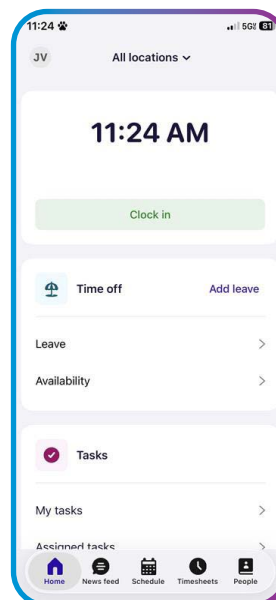
1. You must have an account with Express at Portal.ExpressPros.com to access Deputy. After your account is created, you can use the same login credentials in the Deputy app. If you need to reset your password you will need to use the same email address as your Portal.ExpressPros.com account.
2. Download the Deputy app from the [Apple App Store](https://www.apple.com/app-store) or [Google Play](https://www.google.com/play). Visit Deputy.com for operating system requirements.

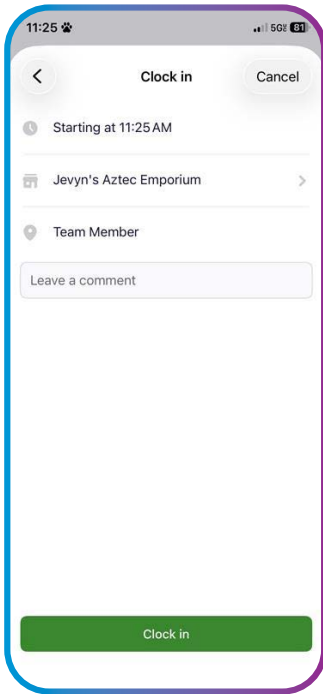
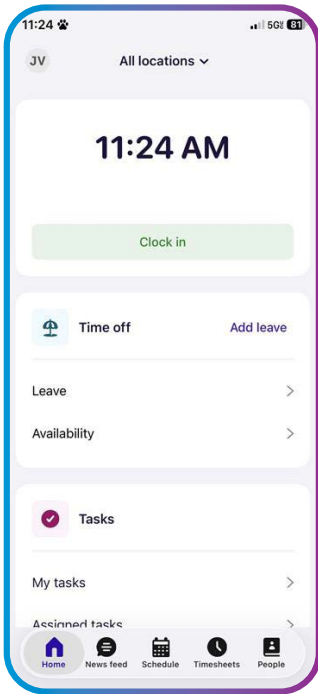
Download the Deputy app now!



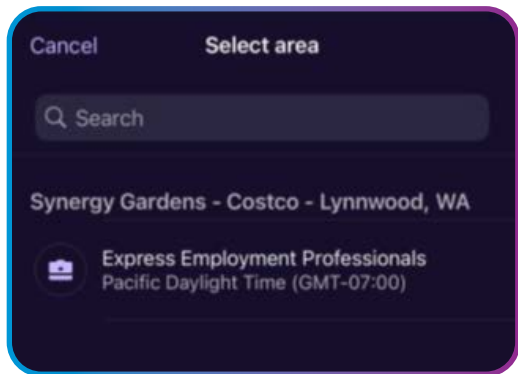
deputy 

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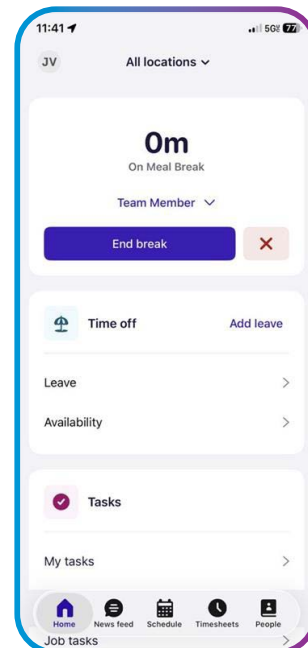
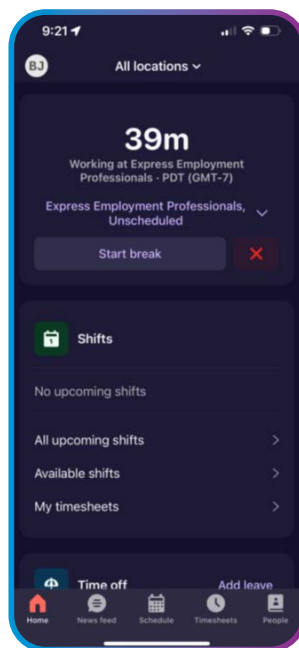


3. Start Shift – Access the Deputy app from your smartphone at the start of your shift. From the Home Screen select “**Clock in.**”



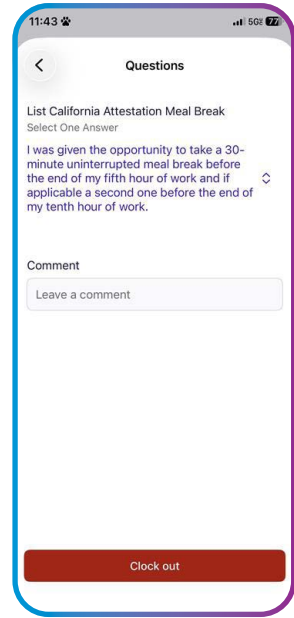
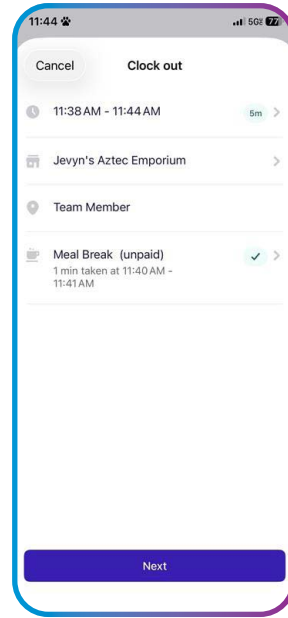
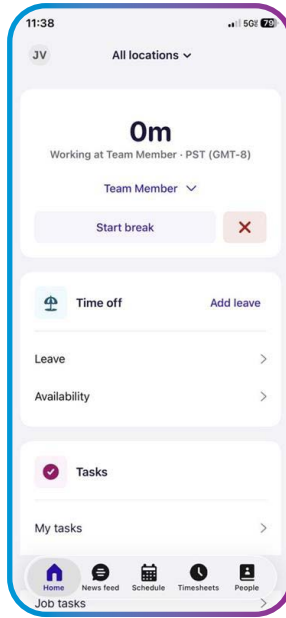
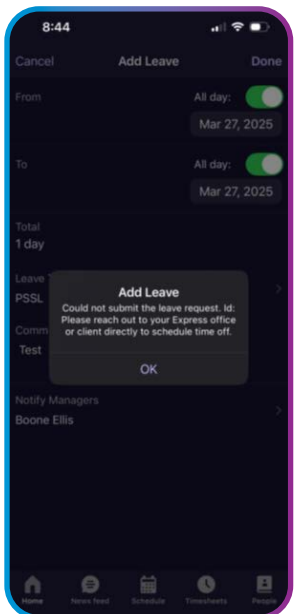
4. Select Area – The location where you are working should display.

5. Clock In and Out for Breaks – When you are ready to start break, select “**Start Break and choose Meal break or Rest break**” in the app. Select “**End Break**” to end your break and begin working again.





6. End Shift – At the end of your shift, open the Deputy app and select "X" icon next to Start Break and then select "Clock out."



Leave Requests and Availability – Do not submit leave requests or 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.

