

# Instructions for Time Entry with the Deputy App

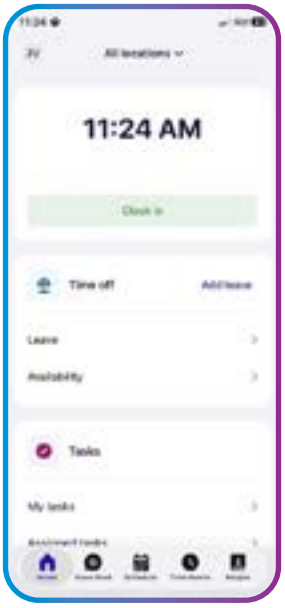
Express Employment Professionals uses Deputy, a third-party time entry system, to capture time worked and provide accurate pay.

## 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, use the same email address as your Portal.ExpressPros.com account.

2. Download the Deputy app (Deputy: Shift Schedule Maker or Deputy: Employee Scheduling) from the Apple App Store or Google Play. Visit Deputy.com for operating system requirements.




## Download the Deputy app now!

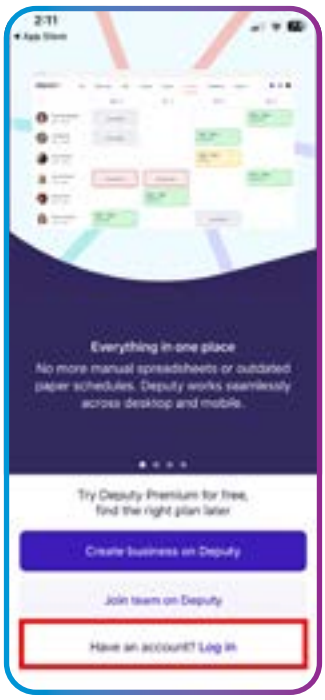
GET IT ON Google Play

Download on the App Store

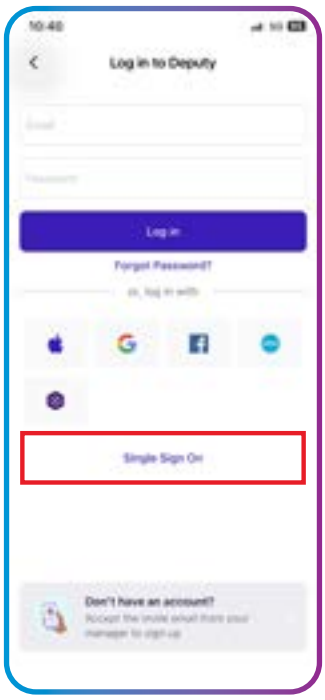
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Express EMPLOYMENT PROFESSIONALS

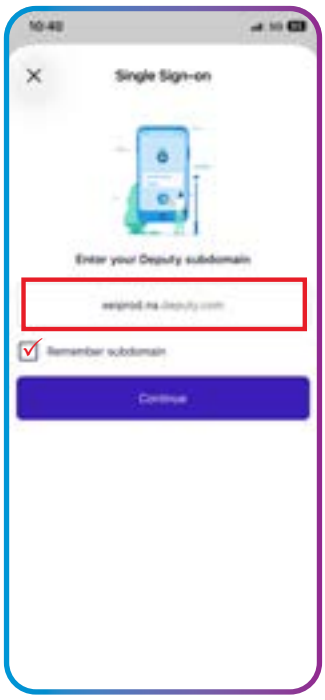
## 3. Deputy App Login and Setup (Apple)



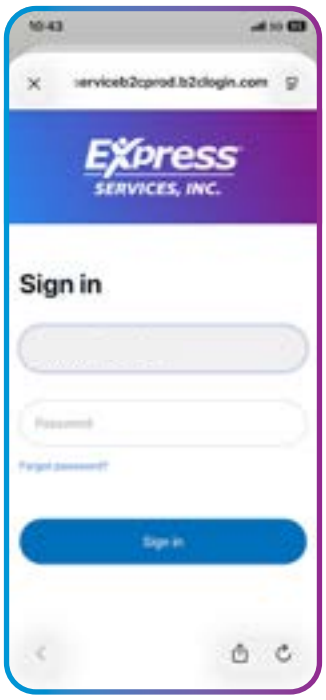

When you access the Deputy app select "**Have an account? Log in**" and click Log in.




Then select "**Single Sign-On.**"

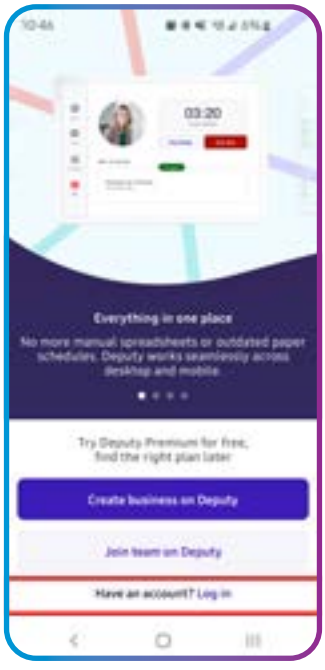



In the Enter subdomain field enter "**eeiprod.na.deputy.com**" and check "**Remember subdomain**" checkbox then click "**Continue.**"

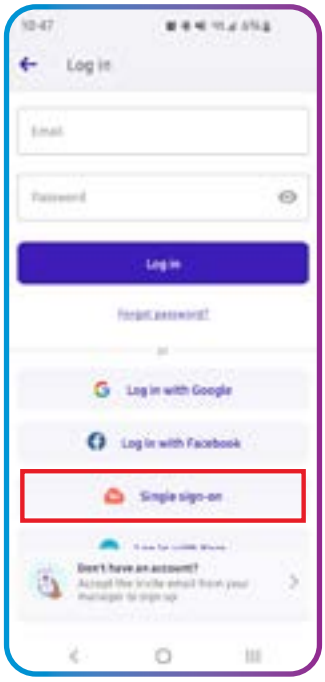



After you enter the subdomain you'll be prompted to login with email address and password you set up for Portal.ExpressPros.com.

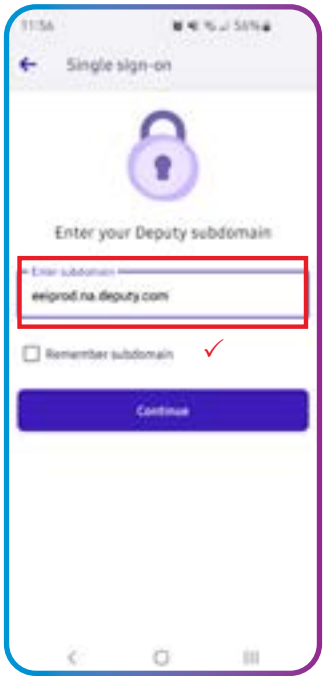
## 3. Deputy App Login and Setup (Android)



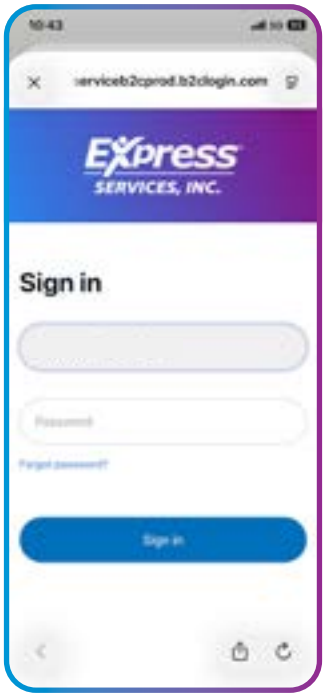

When you access the Deputy app select "**Have an account? Log in**" and click Log in.



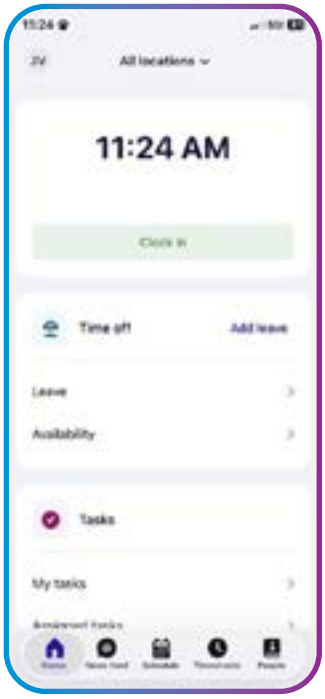

Then select "**Single Sign-On.**"

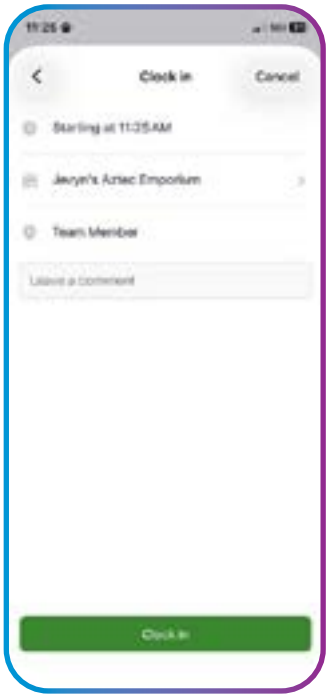



In the Enter subdomain field enter "**eeiprod.na.deputy.com**" and check "**Remember subdomain**" checkbox then click "**Continue.**"




After you enter the subdomain you'll be prompted to login with email address and password you set up for Portal.ExpressPros.com.



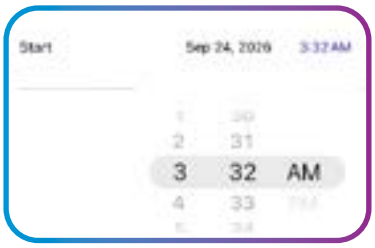

**4. Start Shift** – Access the Deputy app from your smartphone at the start of your shift.
From the Home Screen select "**Clock in**."

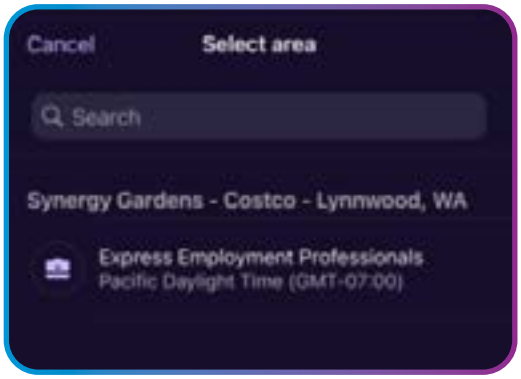
**Adjusting Time** – If you need to adjust the time you clocked in, click on the "**Started at"** section next to the clock icon. Next adjust your start time by using the "**Time Selector**".

*Android*




*iPhone*

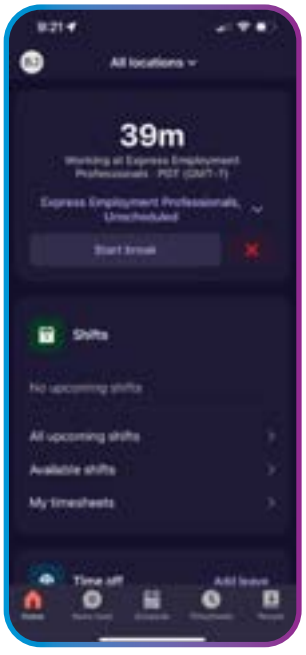


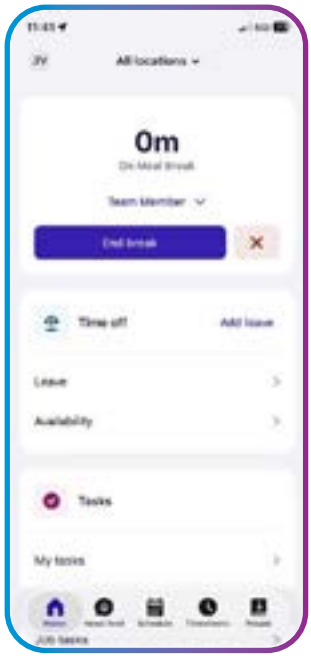




**5. Select Area** – The location where you are working should display.

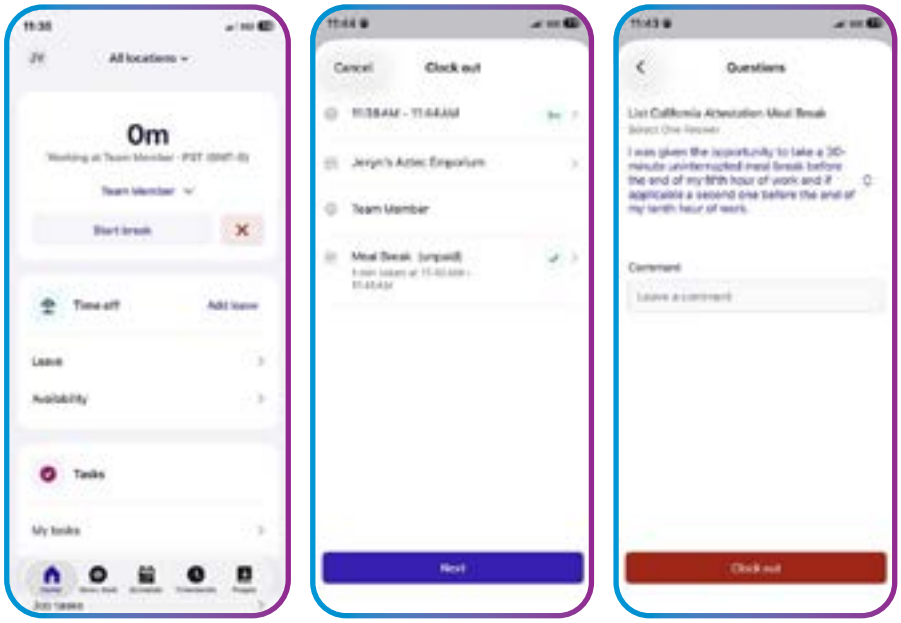
**6. Clock In and Out for Breaks** – When you are ready to start a break, select "**Start Break**" and choose Meal break or Rest break in the app. Select "**End Break**" to end your break and begin working again.

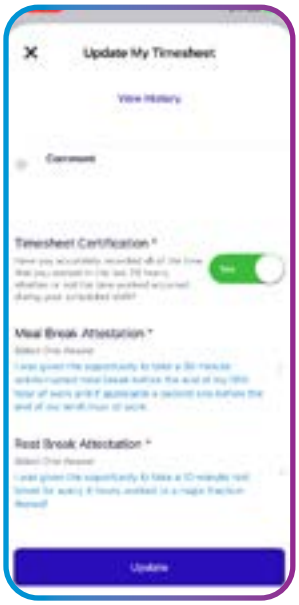
**Adjusting Breaks** –To manually set the time of your break, toggle the "**Set Time**" switch. When finished entering the times of your break, click "**Done.**"



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




**8. End Job** – After "**Clock out**" you will be prompted for Timesheet Certification, Meal Break Attestation, and Rest Break Attestation. Review and follow the prompts to complete submission.

**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.

User will NOT see jobs listed in the Schedule section. *(The calendar icon at the bottom.)*




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