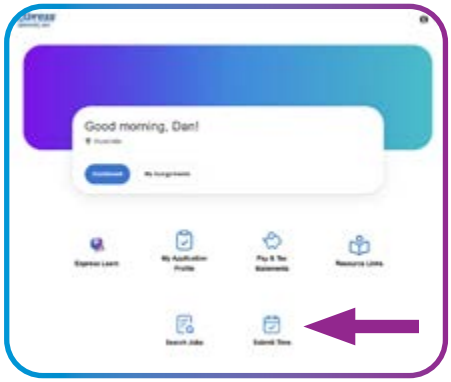
Using Deputy Web Entry

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.

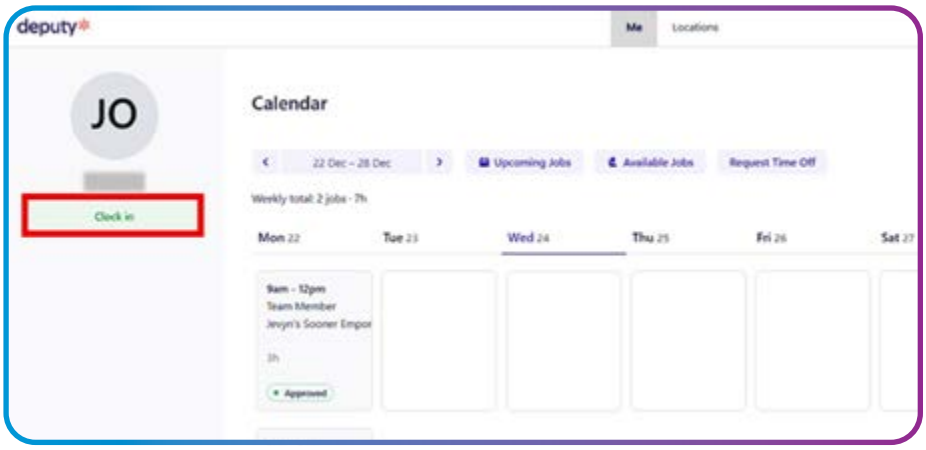


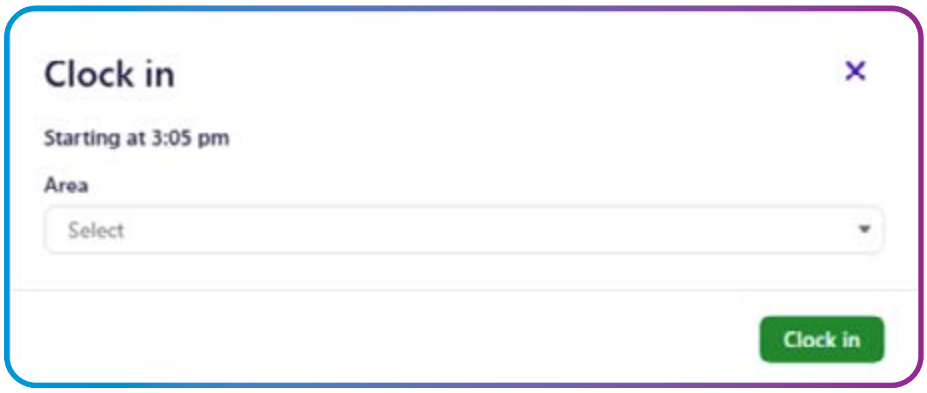
These instructions are specific to entering time via the web.

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 and select the "**Submit Time**" icon.

2. Start Shift – From the Home Screen, select "**Clock in.**"

Create a Timesheet – If you need to add a timesheet, click your initials in the top right corner and then click "**Profile**." To add a new timesheet click the "**Add New**" button.





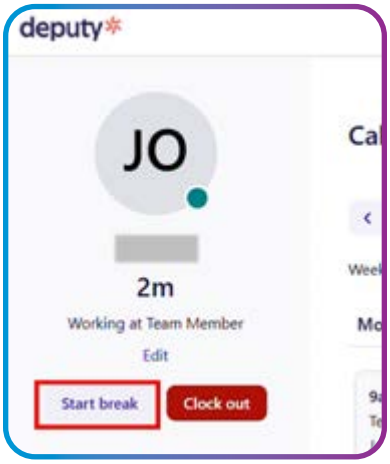
3. Select Area – The location where you are working should display. After selecting your location, click "**Clock in.**"

Adjust Time – If you need to adjust a past timesheet, click your initials in the top right corner, then click "**Profile**." Click "**Edit**" on the timesheet you need to adjust. If the timesheet you need to edit isn't visible, click "**View All**" at the bottom of the recent time sheets. Adjust your shift start and end time by using the drop down, or manual time entry. When finished, click "**Update**" to save your timesheet.

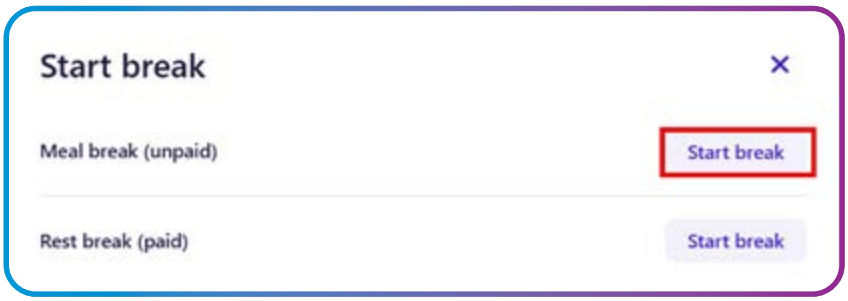
deputy

Express EMPLOYMENT PROFESSIONALS

4. Clock In and Out for Breaks

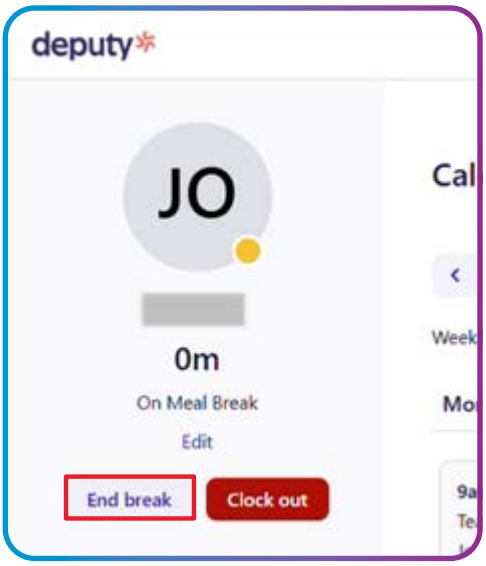


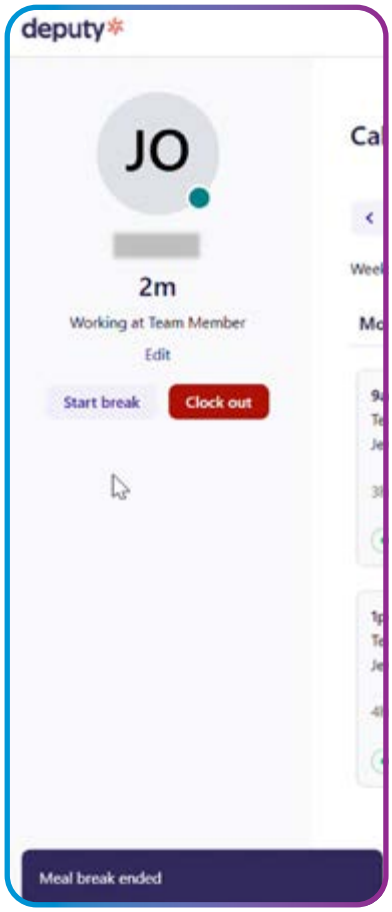
When you are ready to start your rest or meal breaks, log in through Portal.ExpressPros.com and select "**Submit Time**" to go to Deputy. Select "**Start Break**" and then choose Meal or Rest Break and then you will see "**Break Started**" notification.





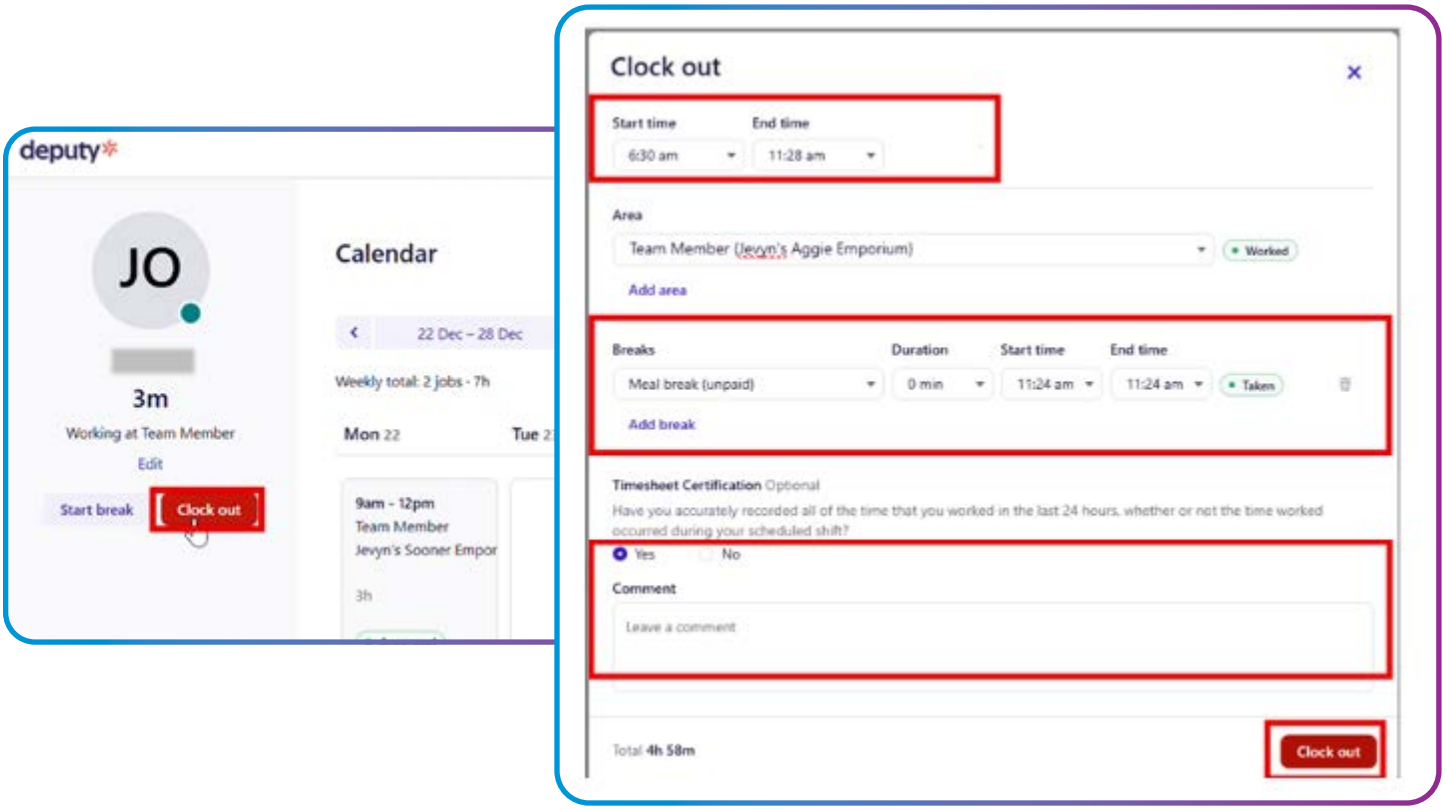
Select "**End Break**" to end your break and begin working again.





Adjust Breaks (For shifts not in progress) – If you need to add or adjust previous breaks on previous timesheets, after logging in click your initials in the top right corner then click "**Profile**." Click the "**Edit**" button on the timesheet to adjust. Click the "Add Break" button then select "**Rest Break**" or "**Meal Break**." To manually set the time of your break, check the box next to "**Set Break Start and End Time**." Then set the start and end times of your break and click "**Update**."

5. End Shift – At the end of your shift log back in, select the "**Clock out icon**" next to Start Break and click "**Clock out**." Verify your times entered are accurate and that you've answered the required questions.



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.



deputy

Express® EMPLOYMENT PROFESSIONALS

©2026 Alamo Franchise Services, LLC, a subsidiary of Express Services, Inc.
All rights reserved. IHQ25DPY 10/26