



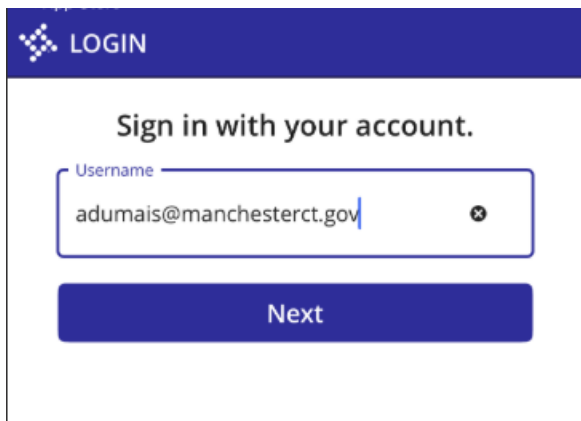
Time & Attendance **Instructor** Clock in/out Steps


 Go to the previously installed Workforce Mobile app.

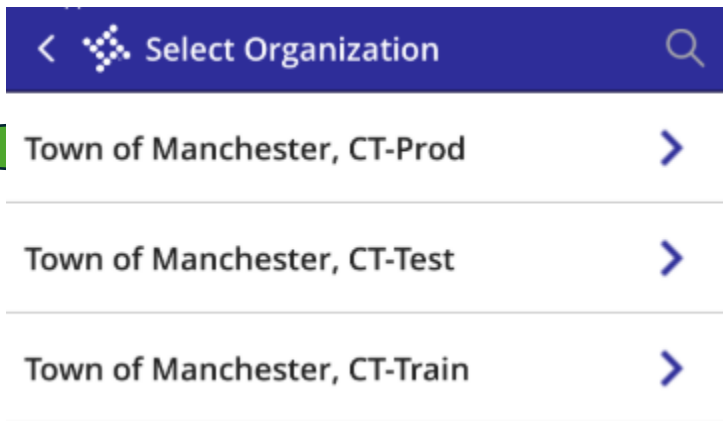


Unless you log out, you should remain logged in going forward.

 If for any reason, you need to log in again, enter your username and click next.



 Select Town of Manchester, CT-Prod.





Enter your password and click Sign In:

12:00 5G+

< Login

Town of Manchester, CT

adumais@manchesterct.gov

Enter password

Password

[Forgot my password](#)

[Sign in with another account](#)

Sign in



You will need to authenticate next.

11:42 5G+

Authenticator Notification now

Town of Manchester, CT

adumais@manchesterct.gov

Approve sign in request

Open your Authenticator app and approve the request. Enter the number if prompted.

68

Didn't receive a sign-in request? **Swipe down to refresh** the content in your app.

[I can't use my Microsoft Authenticator app right now](#)

[More information](#)

Click Here



Enter the number provided and click Yes.

11:42
Workforce Mobile 5G+

Are you trying to sign in?
Town of Manchester CT
adumais@manchesterct.gov

Enter the number shown to sign in.

App: tyleridtest
Location: CT, United States

CONNECTICUT
Newburgh Waterbury
New Haven New Lon
Bridgeport

68

No, it's not me Yes

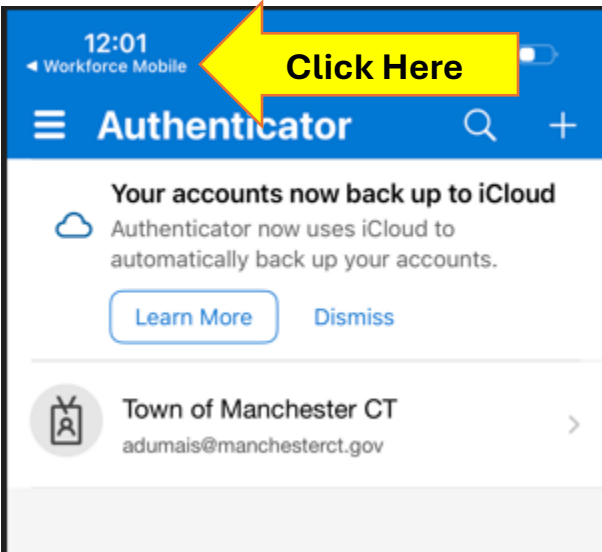
Authenticator locked

1 2 ABC 3 DEF
4 GHI 5 JKL 6 MNO
7 PQRS 8 TUV 9 WXYZ
0

Here

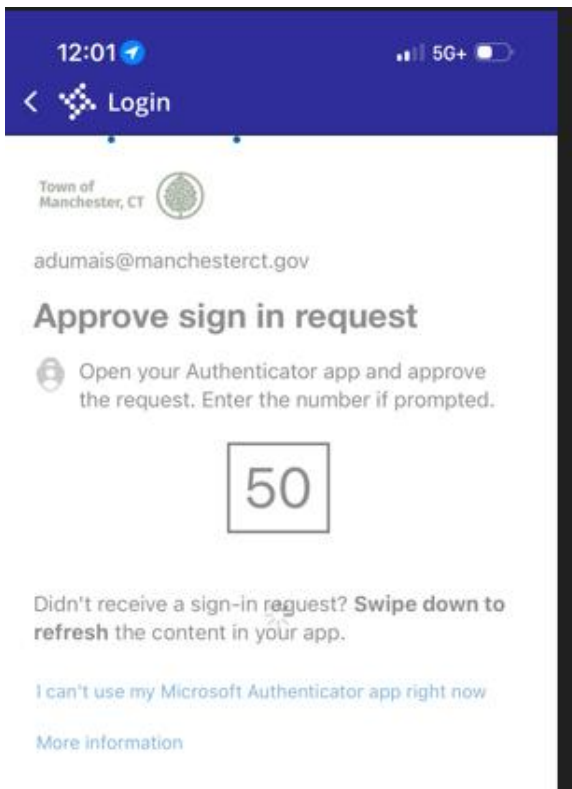


This will be the next screen you see.



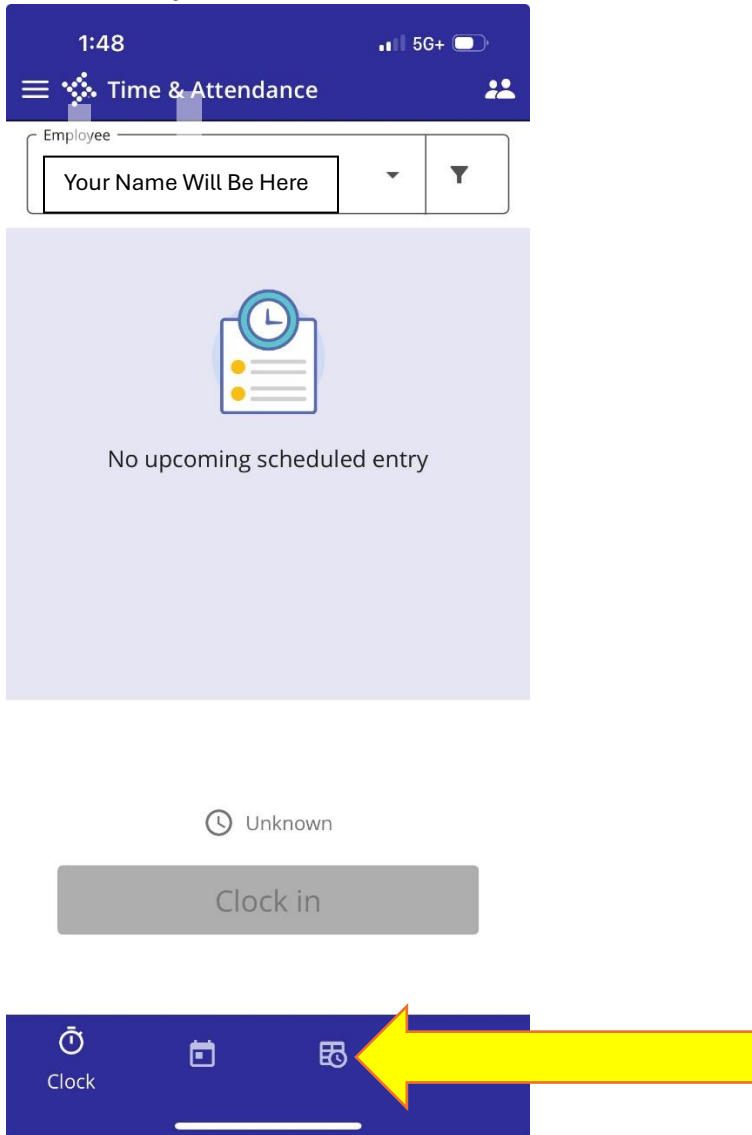
You will see a screen like this with dots scrolling under login...that is a good thing!

It is loading and bringing you to the main page!





This is what your main screen will look like, click on the bottom tab (timecard):





This is where you will add your hours:

1:14 5G+

Time & Attendance

Employee: Your Name Will Be Here

Total: 0.00 hours

Timecard filter status: 4 statuses selected

03/29/2026 - 04/11/2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	01	02	03	04
05	06	07	08	09	10	11

Summary Details

Pay period hours

Regular	0.00 hours
Overtime	0.00 hours
Comptime	0.00 hours
Benefits	0.00 hours
Deduction	0.00 h
Presumptive	0.00 h

Timecard



CLICK HERE TO ADD TIME



On this screen, click on the Start Time to enter the time your class begins:

(*If you are adding time for another day, be sure to also update the Start Date above)

The screenshot shows a mobile application interface for adding time. At the top, the status bar displays the time 1:44, 5G signal, and battery level. The app header is dark blue with a menu icon and the text 'Time & Attendance'. The main title is 'Add time' with a back arrow. The form contains the following fields:

- Type: 153 (PT HRLY-SICK ELIG MANUAL)
- Start date: 04/01/2026
- Start time: 12:00 (with a clock icon)
- Duration - Hours: (empty)
- SUPERVISOR/MUNIS LOCATION: TRCT (REC TEMP)

A time picker is open at the bottom, showing a grid of times from 09:57 to 15:03. The time 12:00 is highlighted. A 'Done' button is visible in the top right of the picker. Two yellow arrows point to the 'Start time' field and the time picker.



On this screen, enter the number of hours the class is held for.

1:15 5G+

☰ Time & Attendance

← Add time

Type
153 (PT HRLY-SICK ELIG MANUAL) ▾

Start date
04/01/2026

Start time
12:00

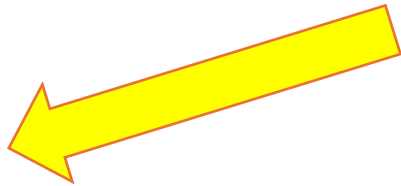
Duration - Hours
Duration - Hours




SUPERVISOR/MUNIS LOCATION
TRGT (REG TEAM)

Done

1	2 ABC	3 DEF
4 GHI	5 JKL	6 MNO
7 PQRS	8 TUV	9 WXYZ
.	0	





On this screen, enter the Position Title & Location (I.e. Rec Leader/LL) in the section called comment. Once this entry is completed, click on the  button.

1:14 5G+

Time & Attendance

← Add time

TRCT (REC TEMP)

WORK GROUP
TPTP (PT PUNCH)

Shift

Position
T212 (REC TEMP-SICK ELIG - MANUAL)

ACTIVITY CODE

Position Title & Location

Cancel Add

Timecard



Continue this process for each shift.



At the conclusion of the pay period, once all of your instruction time has been entered, please review your timecard:

2:00 5G

Time & Attendance

Employee: Your Name Will Be Here

Timecard filter status: Total: 1.00 hours
4 statuses selected

03/29/2026 - 04/11/2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	01	02	03	04
05	06	07	08	09	10	11

Summary Details

Pay period details

March 29, 2026 - April 4, 2026

Wed 01 Pending employee, 153, 1.00 hours

Timecard

1st Click on Details

2nd Review these Pending Hours

☀️ Once reviewed, if all is accurate, please begin the approval process.

2:00 5G

Time & Attendance



Employee
Your Name Will Be Here

Timecard filter status Total: **1.00 hours**
4 statuses selected

03/29/2026 - 04/11/2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	01	02	03	04
05	06	07	08	09	10	11

Summary Details

Pay period details   **Click on this Icon**

March 29, 2026 - April 4, 2026

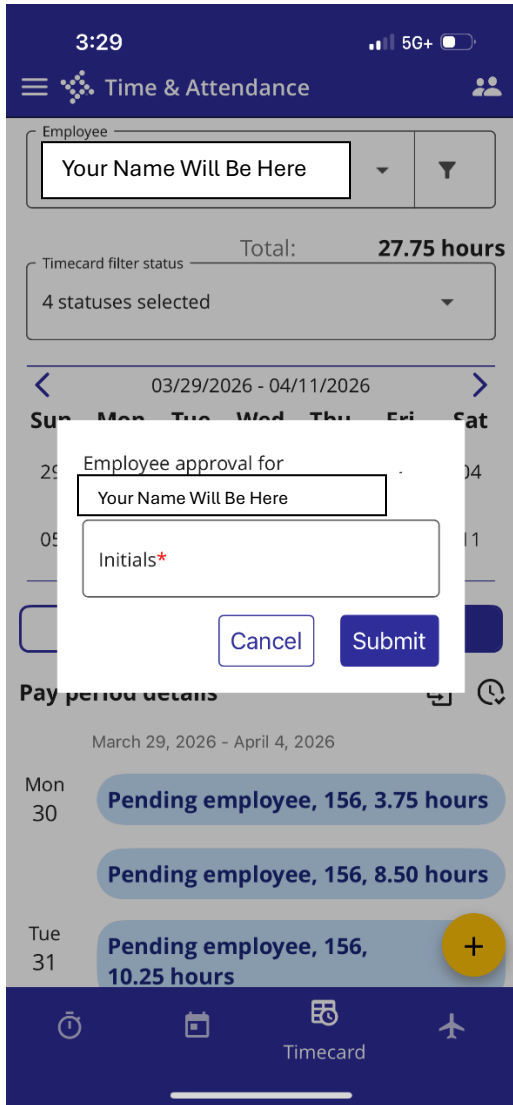
Wed 01 **Pending employee, 153, 1.00 hours**

+

Timecard



When you click on that icon, a small window will pop up seeking your initials – please enter them and click on submit:





After clicking submit this initiates the approval process for the supervisor and director's approvals. ****If you have any changes after you initial your timesheet, please send an email to your supervisor!!*** You have officially submitted your timecard!

The screenshot shows the 'Time & Attendance' app interface. At the top, the status bar shows 3:29, 5G+ signal, and battery level. Below the header, there is a search bar for the employee name, currently displaying 'Your Name Will Be Here'. A filter dropdown shows '4 statuses selected'. A calendar view for the period 03/29/2026 - 04/11/2026 is shown, with the total time recorded as 27.75 hours. The calendar highlights the dates 30 and 31. Below the calendar, there are tabs for 'Summary' and 'Details'. The 'Pay period details' section shows the period from March 29, 2026, to April 4, 2026. For Monday, 30, the status is 'Pending approver, 156, 8.50 hours'. For Tuesday, 31, the status is 'Pending approver, 156, 10.25 h' with a plus sign icon. A yellow callout box with an arrow points to the 'Pending approver' status for Monday 30, containing the text 'You've approved & now it's in the approval workflow!'. The bottom navigation bar includes icons for a clock, calendar, and 'Timecard'.