



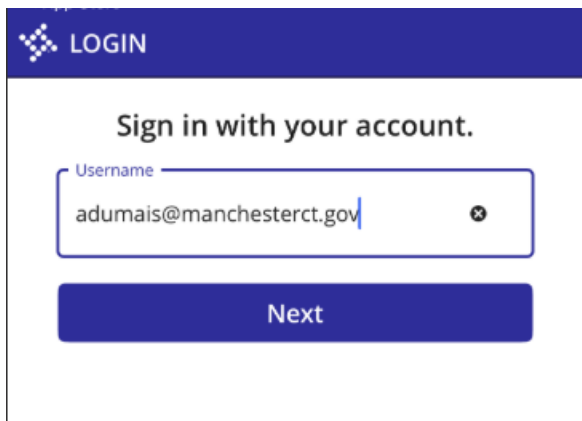
## Time & Attendance **Clock in/out** Steps


 Go to the previously installed Workforce Mobile app.

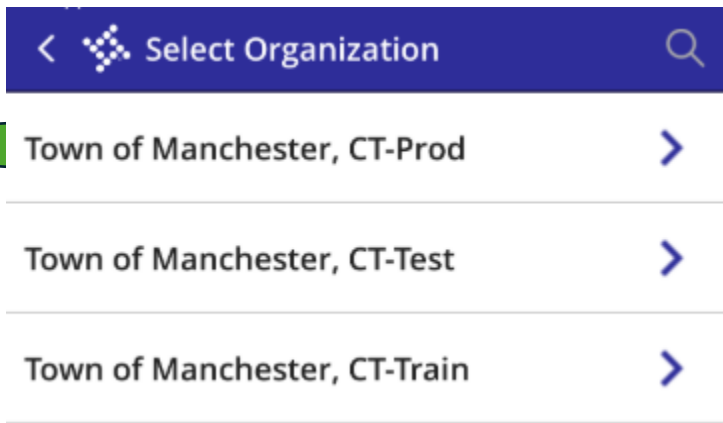


\*Unless you log out, you should remain logged in going forward.\*

 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 London Bridgeport

68

No, it's not me Yes

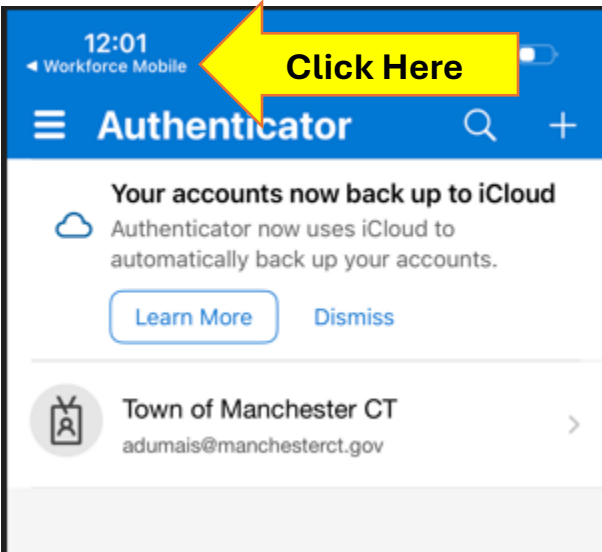
Authenticator locked

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

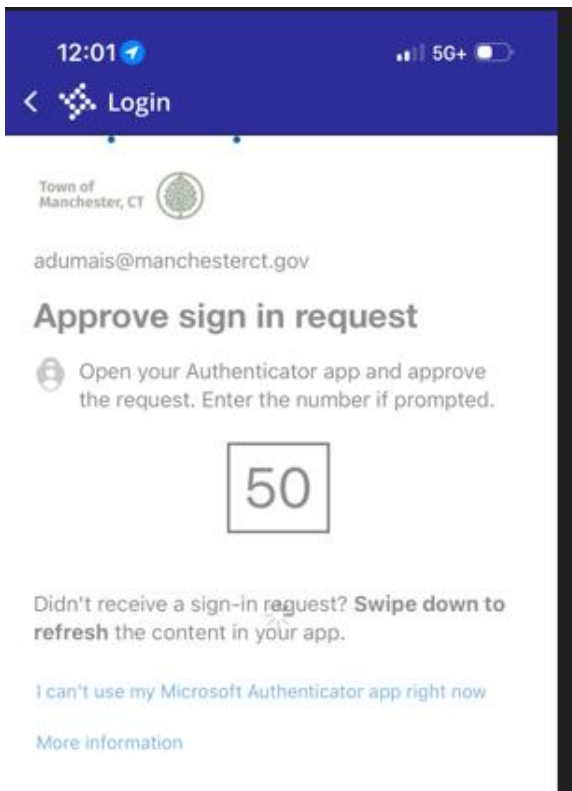
Here



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!

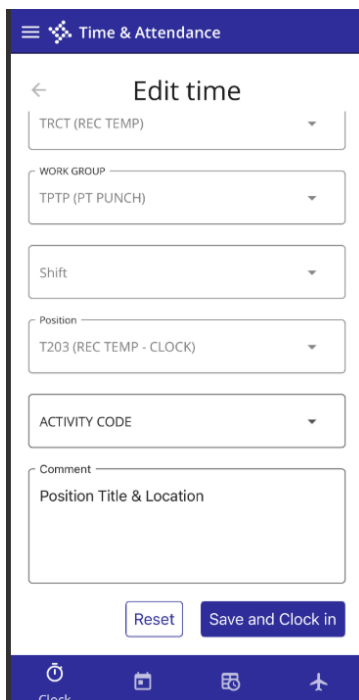




This is what your main screen will look like. Click on [Edit Time](#)

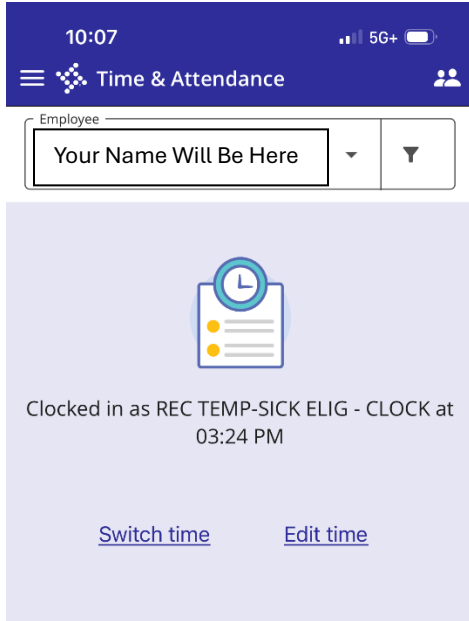


Scroll down to Comment at the bottom. Type in your position title & location as outlined in picture. Click on Save and Clock In. Congrats! You have clocked in! **\*IF YOU ARE SUBBING FOR SOMEONE – PLEASE INDICATE THAT HERE TOO\*** (EG: SUB | POSITION TITLE | LOCATION)





When you are ready to clock out at the end of your shift, simply click on Clock Out!  
Congrats! You have clocked out! *\*Please note, if you click on Switch Time or Edit Time, the only thing you can do here is add a comment for your supervisor to see. Instead, **PLEASE** email your supervisor **with any times that need either switching or editing.***





At the conclusion of the pay period, please review your timecard:

3:28 5G+

Time & Attendance

Employee: Your Name Will Be Here

Timecard filter status: Total: **22.50 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

Mon 30 Pending employee, 156, 3.75 hours

Pending employee, 156, 8.50 hours

Tue 31 Pending employee, 156, 10.25 hours

Timecard





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

3:28 5G+

Time & Attendance



Employee  
Your Name Will Be Here

Timecard filter status Total: **22.50 hours**  
4 statuses selected

03/29/2026 - 04/11/2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	01	02	03	04
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Summary Details

**Pay period details**  

March 29, 2026 - April 4, 2026

Mon 30 Pending employee, 156, 3.75 hours

Pending employee, 156, 8.50 hours

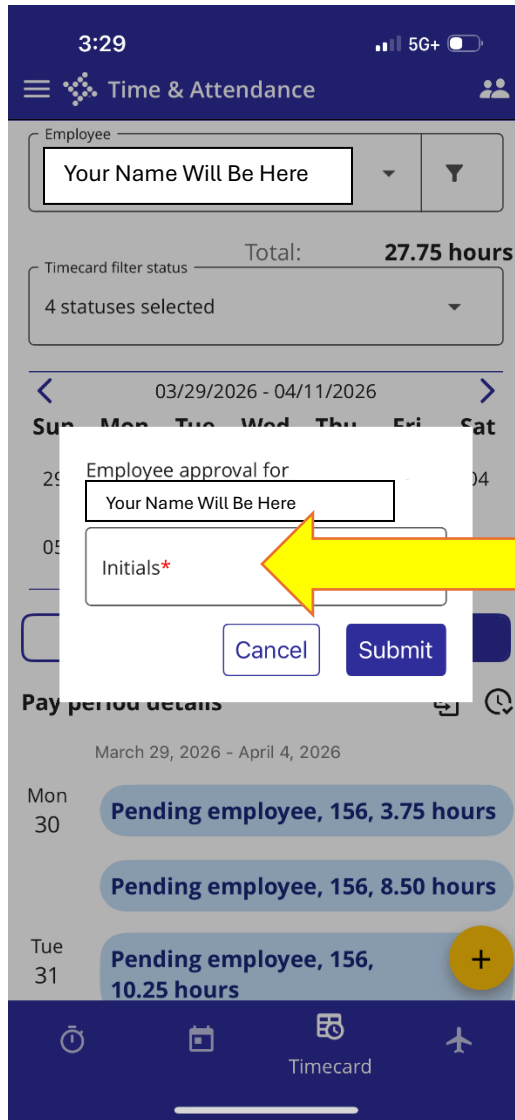
Tue 31 Pending employee, 156, 10.25 hours 

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. The app header includes a menu icon, the title 'Time & Attendance', and a user profile icon. Below the header, there is an 'Employee' dropdown menu with the text 'Your Name Will Be Here'. A 'Timecard filter status' dropdown shows '4 statuses selected' and a 'Total: 27.75 hours' indicator. A calendar view displays dates from 03/29/2026 to 04/11/2026, with the 31st of March highlighted. At the bottom, there are 'Summary' and 'Details' tabs. The 'Pay period details' section shows the period from March 29, 2026, to April 4, 2026. For Monday, 30, there is a blue bar labeled 'Pending approver,' with a yellow arrow pointing to it from a yellow callout box that says 'Now, it is pending approver!'. For Tuesday, 31, there is a blue bar labeled 'Pending approver, 156, 10.25 h' with a yellow plus sign icon next to it. The bottom navigation bar includes icons for a clock, calendar, and 'Timecard' (which is selected), along with an airplane mode icon.