

## OnTime App – Sign on and Sign off

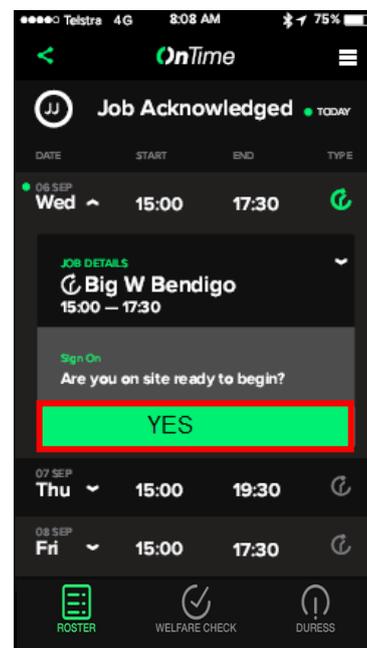
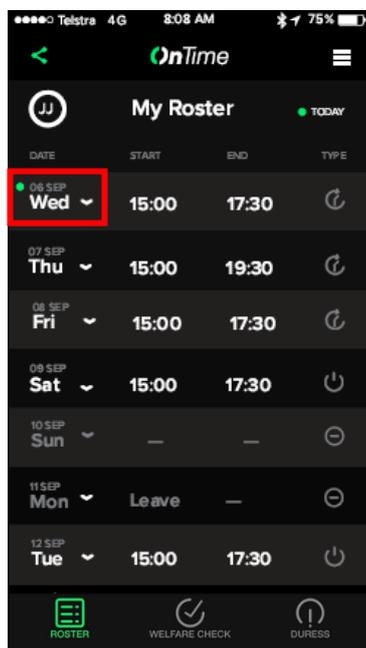
### Before you begin

Where you're required to sign on to a shift, they'll be an activity against the shift in the app. If you don't sign on, you won't be able to process welfare checks for the shift, and if you miss the time window to sign on, call the National Operations Centre instead.

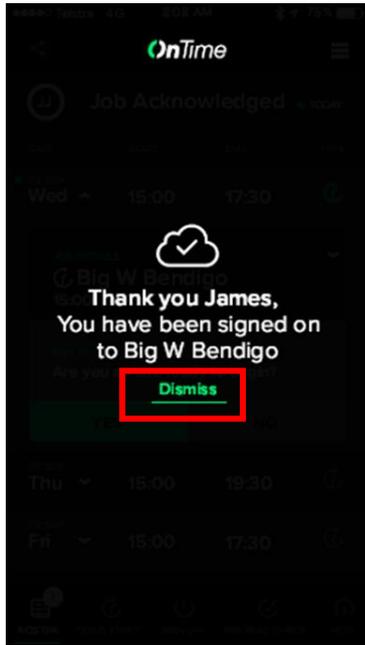
At the end of your shift, you may need to sign off. If you need to sign off early, please do what you'd usually do to notify others.

### Sign on (on time)

1. Use the drop-down arrow to view more detail
2. Tap **YES** to confirm you're onsite and ready to begin



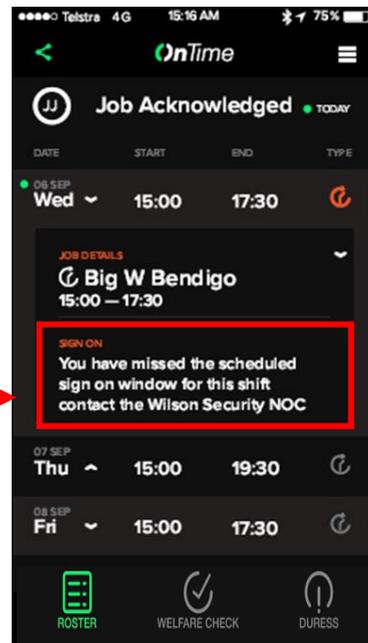
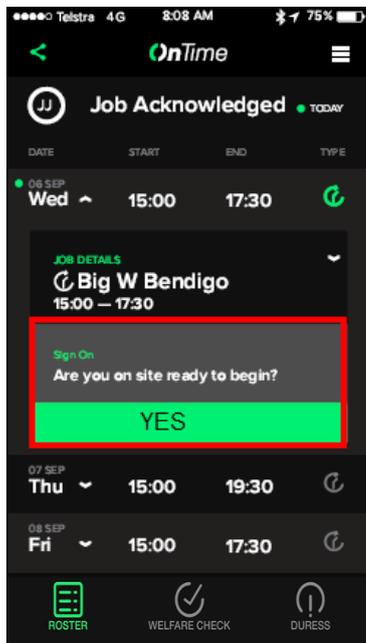
- You're done! Tap **Dismiss** to return to the dashboard.



### Sign on (late)

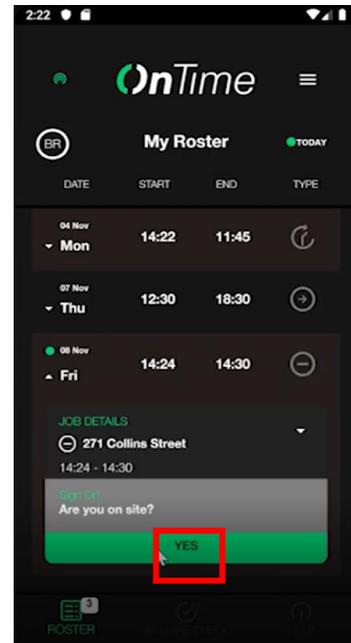
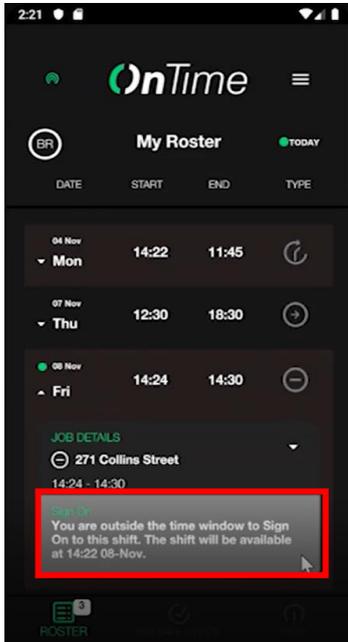
- When a sign on is missed the job card changes from green to red.

When you miss a sign on window, you will not be able to sign on. It will appear as an overdue activity in the reports



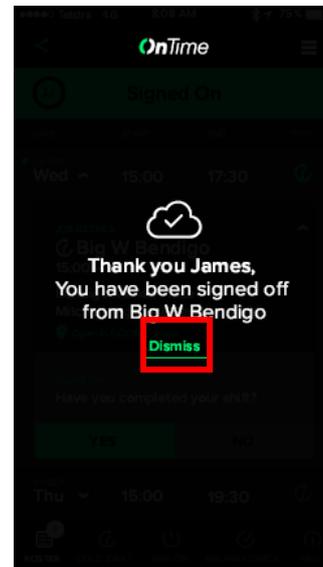
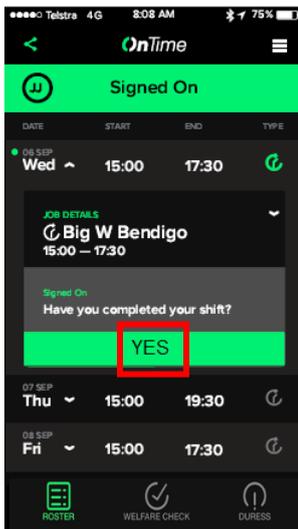
## Sign on (too early)

1. View more details. If you're too early it will tell you when you can sign on.
2. When the shift becomes available, tap **YES**.



## Sign off (on time)

3. View more details. Select **YES**.
4. Tap **Dismiss**.



Need help? Contact your supervisor for assistance