



TRACK TIK SHIFT APP Shift Clock

ELECTRONIC TIMEKEEPING

After logging into the SHIFT app, navigate to the "Shift Clock" tab to clock in and out for your shift.

The clock icon labeled "2" in the image below represents the "Shift Clock" tab. Click the icon to open the tab and view details about your next shift.

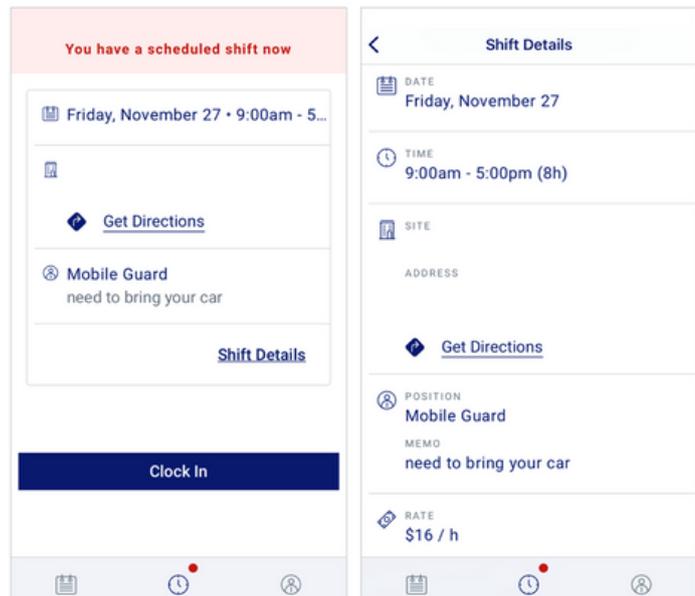
The screenshot displays the TRACK TIK mobile application interface. On the left, a user profile menu is visible with the following items: a profile card for 'LD MOBILE GUARD', 'Availability', 'Account Credentials', and 'Notification Settings'. Below the menu is a 'Sign Out' button. At the bottom of the app, a navigation bar contains three icons: a calendar icon (labeled '1'), a clock icon (labeled '2'), and a person icon (labeled '3').

On the right side of the screenshot, a panel titled 'Your next shift starts in 23 hours' provides details for the upcoming shift: 'Tuesday, December 26 8:30 AM - 6:...', 'Armed Guard', a 'SITE LOCATION ADDRESS' field with a 'Get Directions' link, and a schedule of activities: '15 min at 9 AM', '30 min at 12 PM', and '30 min at 3 PM'. A 'Shift Details' link is located at the bottom right of this panel.

CLOCKING IN

You can clock in for your shift once you arrive at your assigned work location.

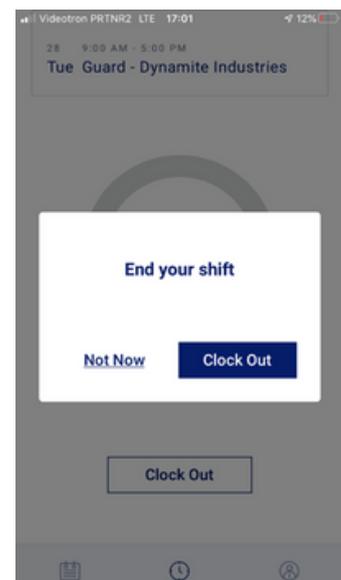
Do not clock in more than 5 minutes before your assigned shift.



CLOCKING OUT

To clock out:

1. From the Shift Clock screen, select the Clock Out button (available only if you are clocked in).
2. In the confirmation popup, select End Shift to confirm.
3. A success message will appear if the clock-out process is completed successfully.



NEED HELP?

Have Questions? Something Not Look Right?

Please contact your Supervisor or HR Manager

Trouble Logging In?

Paragon IT Help Desk

ParagonITHelpDesk@parasys.com

Please note the Help Desk is open Mon-Fri 8am - 5 pm Eastern