



HANDBOOK

Welcome to Deputy



This guide provides a quick overview of how to get started and make the most of Deputy.





An introduction to Deputy

Deputy makes it easy to create and share schedules, and allows employees to check shifts, track time accurately, and more simply manage their working life.

Forget about excel schedules and paper timesheets, and never worry about unnecessary phone calls, emails, and text threads again.

Use Deputy on mobile (Android and iOS), desktop computer, and tablet.

How it works:

- Managers create the schedule and share with your team
- Use our apps to see when and where you're working
- Swap shifts, apply for leave and set when you're unavailable to work
- Notify managers if you can't make a shift, or apply for open shifts
- Clock in and out using Deputy for accurate, digital timesheets
- Review timesheet details after the shift to ensure details are correct

Getting started 



1

Activate your account

Once invited by your manager, you'll receive an invitation email with the subject *"Setup your Deputy account for your company."*

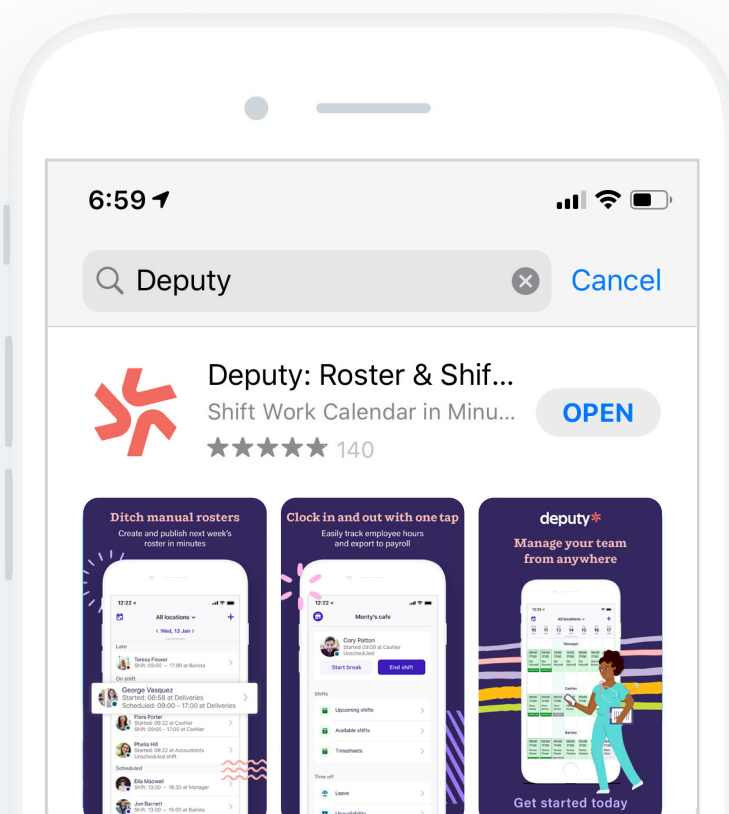
Here's what you need to do:

- Read the email and write down your 4 digit pin.
Your pin allows you to clock in using our digital time clocks.
- Activate your account by clicking the link in the email.
- Create a password and click Create Account.

2

Download the Deputy app

- ✓ When your account is activated, you'll receive a welcome email with the subject *Congratulations! Your Deputy account is now active!*
- ✓ Follow the link in this email to download the app. Once downloaded, log in using the details above.
- ✓ You can also download Deputy by searching "Deputy" in the App and Google Play Stores. Be sure to download Deputy - Schedule and Shift Planner app, rather than our Kiosk app.





3

Resetting your password and pin

Deputy sent you a temporary password when you signed up. To find this email, search "*Your Deputy login details*" in your inbox.

- ✓ To recover or reset your password, click 'Forgot Password' at once.deputy.com or from the login screen on your app.
- ✓ To find your pin, find your name in the list of names on the Android Time Clock or iPad Kiosk, and click "*what's my pin*" in the bottom left corner.

How to use Deputy on your mobile



1

Stay on top of your schedule

Deputy makes it easy to check and manage your schedule.

Head to the schedule tab to see a calendar view of when and where you're working, who you're working with.

If you need to swap shifts or can't work a shift you've been scheduled for, simply click on the shift and hit "Find Replacement!"

The screenshot displays a weekly schedule for 'All locations' from Monday, February 10 to Sunday, February 16. The schedule is organized into three sections: 'Floor staff - Northpoint', 'Accounts - Northpoint', and 'Deliveries - Northpoint'. Each section shows shifts for 09:00-13:00. The 'Floor staff' section lists Rikke Olsen for all shifts. The 'Accounts' section lists Noemi Atarah for most shifts, with Claire Eko for the last two. The 'Deliveries' section lists David Lee for most shifts, with Adrian Holt for the last two. A nurse character is overlaid on the right side of the calendar, holding a tablet and a stethoscope.

MON 10 FEB	TUE 11 FEB	WED 12 FEB	THU 13 FEB	FRI 14 FEB	SAT 15 FEB	SUN 16 FEB
Floor staff - Northpoint						
09:00 13:00 Rikke Olsen	09:00 13:00 Rikke Olsen	09:00 13:00 Rikke Olsen	09:00 13:00 Rikke Olsen	09:00 13:00 Rikke Olsen	09:00 13:00 Rikke Olsen	09:00 13:00 Rikke Olsen
Accounts - Northpoint						
09:00 13:00 Noemi Atarah	09:00 13:00 Noemi Atarah	09:00 13:00 Noemi Atarah	09:00 13:00 Noemi Atarah	09:00 13:00 Claire Eko	09:00 13:00 Claire Eko	09:00 13:00 Claire Eko
Deliveries - Northpoint						
09:00 13:00 David Lee	09:00 13:00 David Lee	09:00 13:00 Adrian Holt	09:00 13:00 Adrian Holt	09:00 13:00 Adrian Holt	09:00 13:00 David Lee	09:00 13:00 David Lee

2

Manage your world from the Me tab

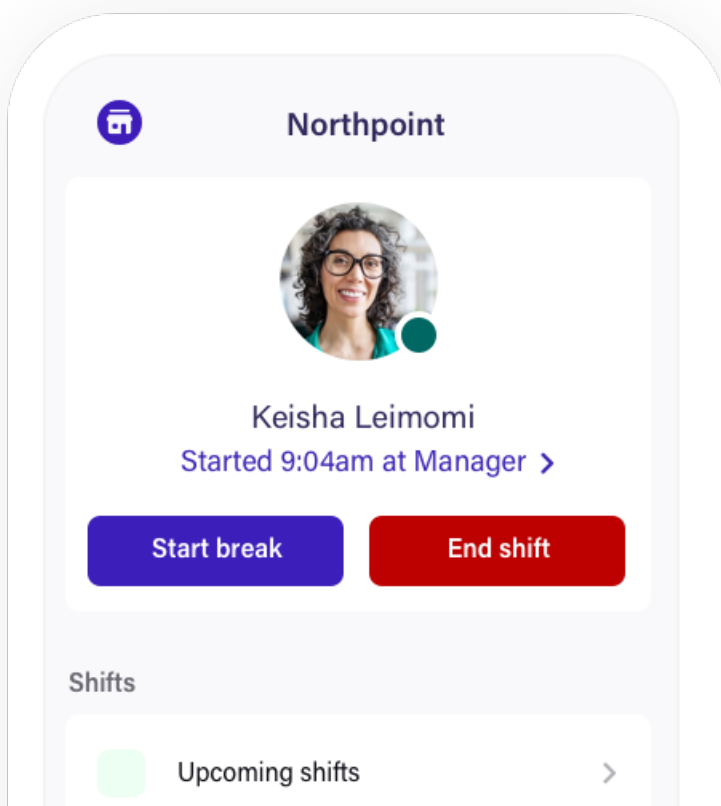
Start and end shifts

If you're scheduled to work on a given day, the shift will appear at the top of the Me tab. To clock in, hit Start Shift. You'll be prompted to confirm your location before hitting submit.

During the shift you'll be able to see any breaks you've been scheduled for, and you can clock in and out of these by hitting Start and End Break.

To end your shift, hit End Shift. If your business has set up any shift questions or attestation requirements, you'll be prompted to answer these at this time.

You can also leave comments for your manager, for example, describing why you were required to work later than the scheduled shift time.



Apply for available shifts

If your manager has published shifts that are available for the team they will appear under Available Shifts. From here you can claim or apply for shifts that are up for grabs.

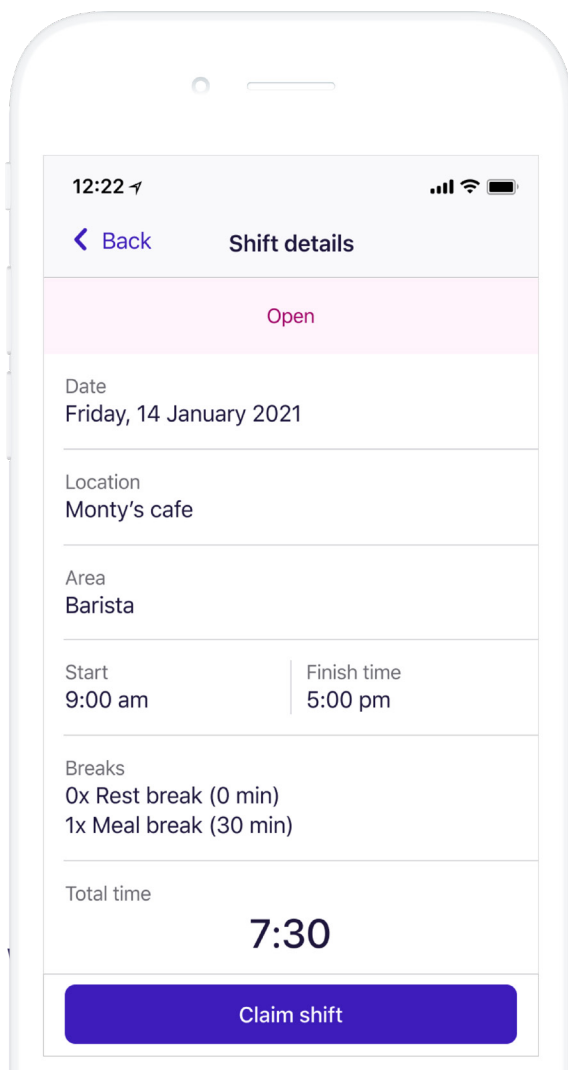
Review and add timesheets

Timesheets will provide you with a list of your recent timesheets. If any of the details look incorrect, follow up with your manager directly.

If you forgot to clock in for a shift, add a timesheet using the plus in the top right corner. Be sure to add a comment so your manager understands why this has been submitted late.

Manage your leave

Check your leave balance and submit new leave requests. Add comments and notify managers to get approved as soon as possible.



Set your Unavailability

Unavailability indicates to your manager the days you're unavailable to work. You can add Unavailability for single or multiple days, and set it to repeat if need be.

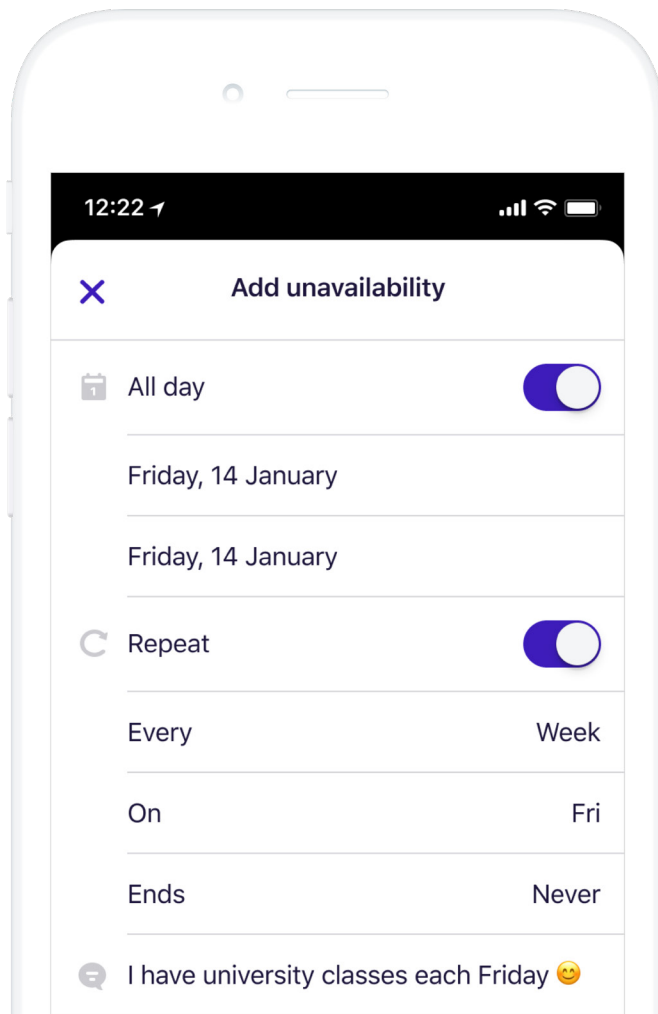
Unavailability **does not** require manager's approval for submission, and marking yourself unavailable **does not** prevent you from being scheduled in Deputy.

If you're unsure about how Unavailability is managed in your business, chat with your manager.

Edit your profile

Update personal details like your email address or mobile number, as well as add a profile photo and update your Pin number.

If your company uses one of our tablet Time Clocks, your profile photo and/or pin number will be used to verify your identity when clocking in.



3

See the latest announcements

The News Feed is the central communications hub in Deputy, where your team can share messages, documents and videos. Share a message with a teammate today!



deputy 

