



## Hot Jobs Employee Workforce Instructions

Hot Jobs Staffing utilizes **Workforce** to track your hours during the work week to help eliminate the need for submitting paper timeslips. Below you will find the instructions on how to get started with the workforce application on your mobile device:

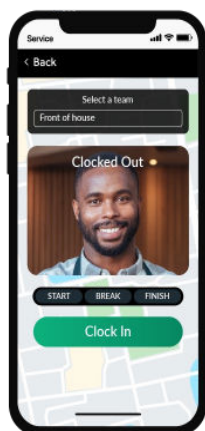
1. Provide Hot Jobs with the best email address you will be using to access the workforce application.
2. You will receive an invitation email from Workforce titled *“Welcome to TTP Inc. using Workforce.”*
3. Open the email and follow the steps to set up your Workforce account:
  - a. **Step 1** - Set your password to use the Workforce app.
    - i. Click “Set Password” and enter your desired password, \*make sure you remember it as you will need it to log in.
  - b. **Step 2** - Get the Workforce app.
    - i. Download the “workforce.com” by Tanda mobile app on your phone via the App Store (Apple) or Google Play (Android).



- c. **Step 3** - Open the workforce app and log in to your account using your email and your set password.

### For **Clocking In/Out** of work

1. In the same email to set your password you will be provided with your 4-digit time clock passcode to access the clocking in/out feature.
2. On the top right corner of the screen, you will see a yellow “Clock In/Out” button.
3. Click on that button every time you clock in/out, and you will be prompted to take a picture (you don’t need to take a selfie) when you clock in/out and during lunch breaks.
4. Repeat these steps for every shift worked during the week.



#### Start

7:00 AM

Scheduled: 7:00  
Clock In: 6:54

#### Finish

2:12 PM

Scheduled: 2:00  
Clock Out: 2:12