

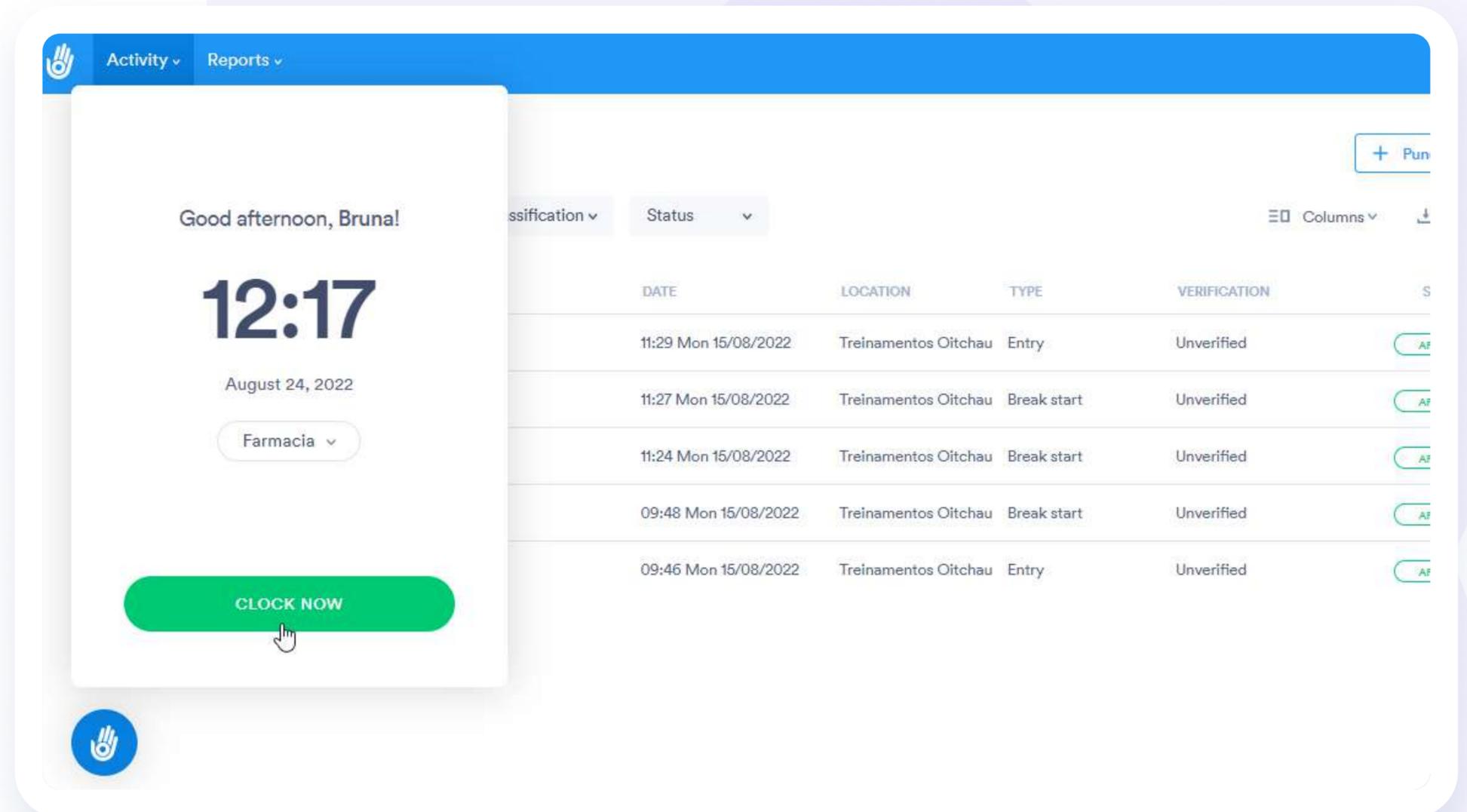


How to Use

For Employees

First Step at Day.io

Learn how to navigate in the environment via computer and mobile application.



The screenshot displays the Day.io web interface. A blue header bar contains the logo and navigation links for 'Activity' and 'Reports'. A white modal window is overlaid on the left, showing a personalized greeting 'Good afternoon, Bruna!', the current time '12:17', the date 'August 24, 2022', a location dropdown menu set to 'Farmacia', and a prominent green 'CLOCK NOW' button with a hand cursor. The background shows a table of activity logs with columns for 'DATE', 'LOCATION', 'TYPE', 'VERIFICATION', and 'S'. The table contains five entries from August 15, 2022, at the 'Treinamentos Oitchau' location, with various event types like 'Entry' and 'Break start', all marked as 'Unverified'. A '+ Pun' button is visible in the top right corner of the interface.

DATE	LOCATION	TYPE	VERIFICATION	S
11:29 Mon 15/08/2022	Treinamentos Oitchau	Entry	Unverified	AF
11:27 Mon 15/08/2022	Treinamentos Oitchau	Break start	Unverified	AF
11:24 Mon 15/08/2022	Treinamentos Oitchau	Break start	Unverified	AF
09:48 Mon 15/08/2022	Treinamentos Oitchau	Break start	Unverified	AF
09:46 Mon 15/08/2022	Treinamentos Oitchau	Entry	Unverified	AF

Employee

First experience on the Mobile App

In this guide, learn how to:

Employee

- ✓ Your first mobile app registration

- ✓ Mobile App menu

- ✓ Clock In / Clock out

- ✓ Requesting punch adjustments to the supervisor

- ✓ Check your previous punches

- ✓ Check your Bank of Hours

[Download Day.io Mobile App](#)

Your First Mobile App Registration

Android

1. On your cell phone, search for Day.io on Google Play

2. Hit the install button and wait for the installation to complete

IOS

1. On your cell phone, search for Day.io on App Store

2. Hit the install button and wait for the installation to complete

Also search for the app in your app store with the name “Day.io”.

Register

Your First App Registration



...

Time & Attendance

Save time and money with a trusted tool

+1

[START NOW](#)

1 Inform that you are an employee

2 Inform your cell phone number

3 Enter the code received by SMS

✓ Okay, now you can use it!

In the process of including the cell phone, it is necessary that the option with the name of the company you work for appears. If asked to create an account, talk to your HR Team.

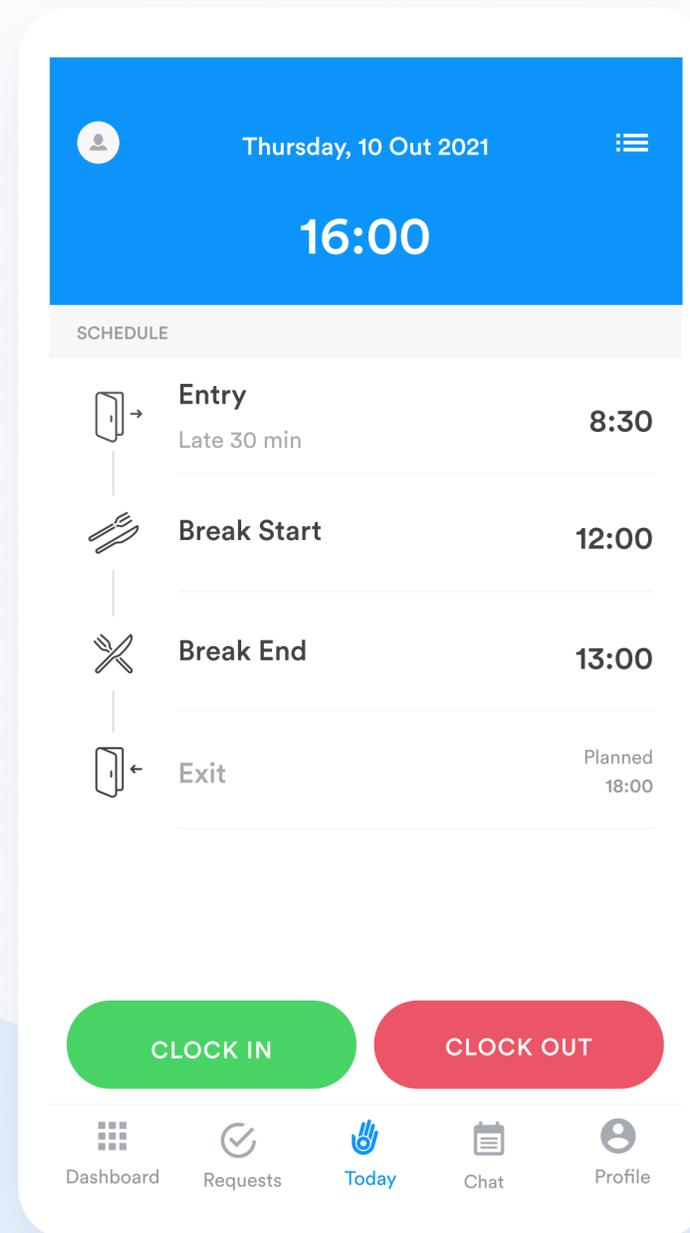
Day.io Mobile App - Menu Option

Requests

See and require your absences requests.

Today

Application home screen. Here you can record punches, request punch adjustment and view your record history.



Chat

Need to communicate a punch adjustment with your supervisor? Send him/her a message and he/she'll be notified right away.

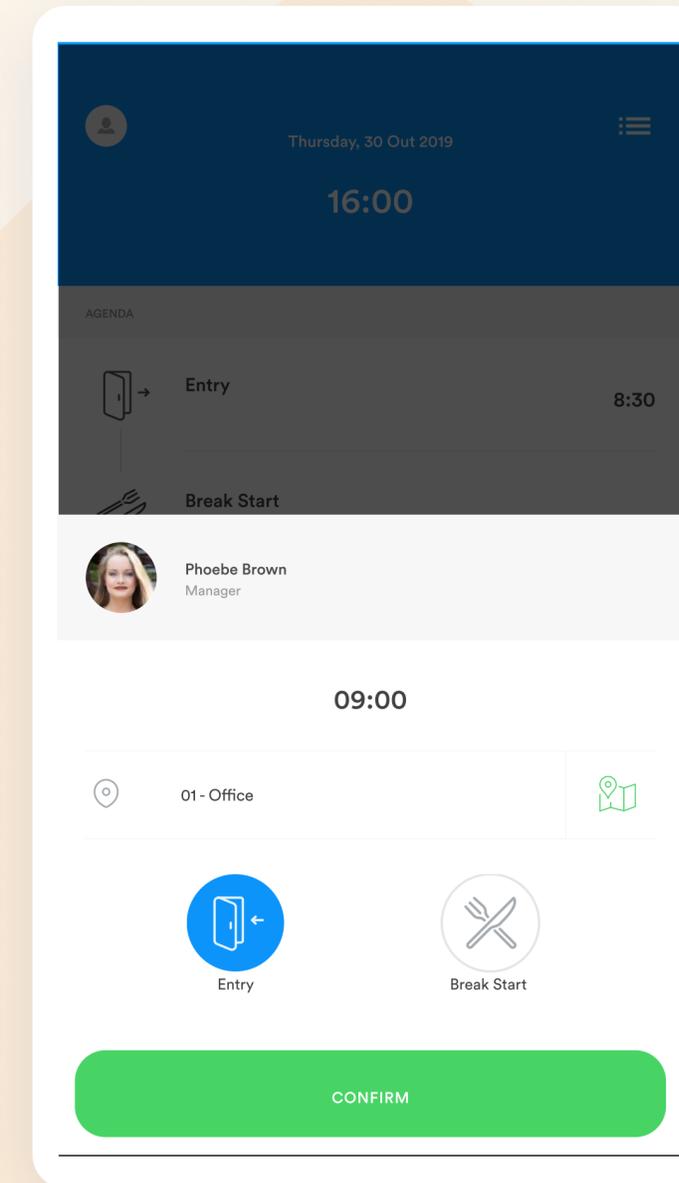
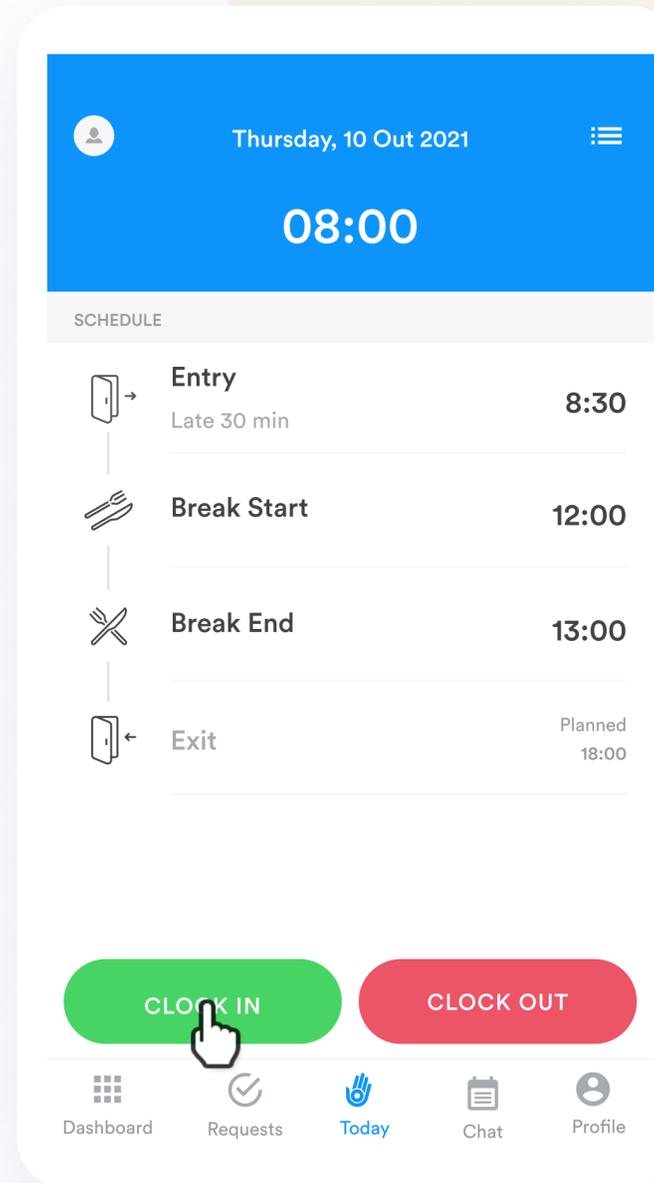
Profile

Set up notifications, edit your profile and change your phone's language.

Clock In

How to: Clock In

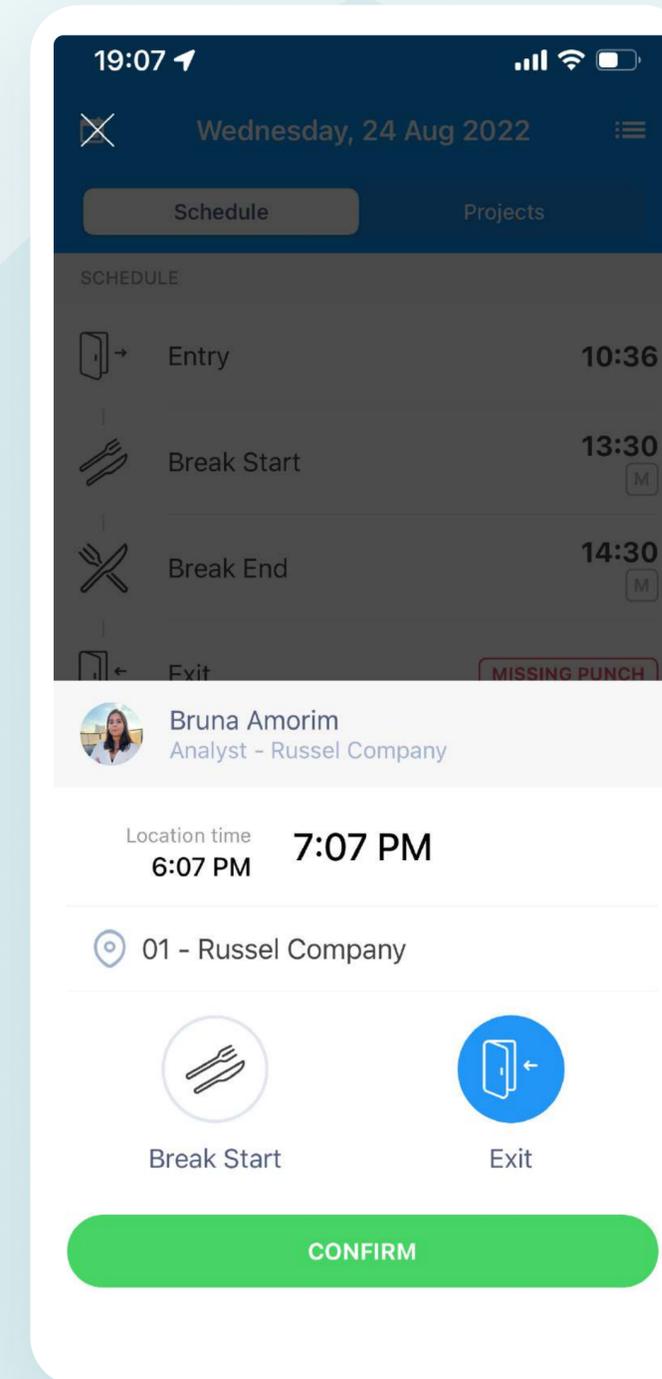
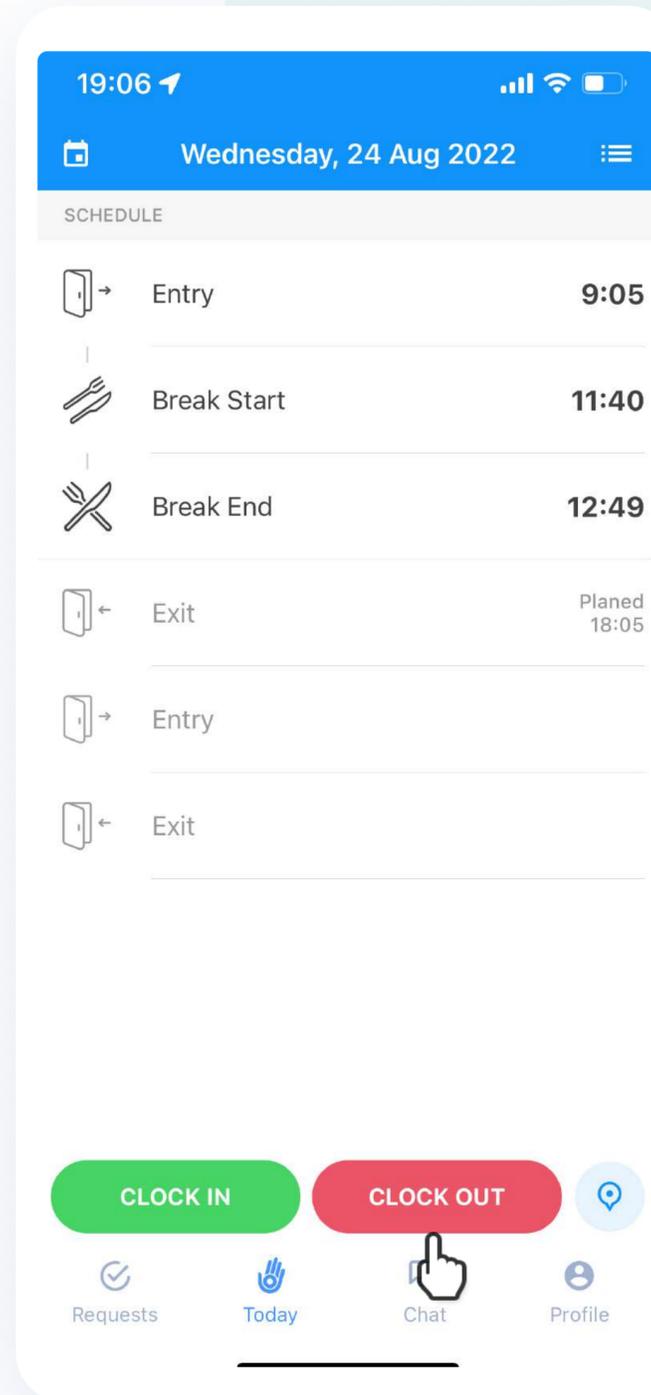
- ✓ Select the “Clock In” option in green;
- ✓ Check the time and select for “**Break End**” or “**Entry**”.
- ✓ Click on “Confirm”.



Clock Out

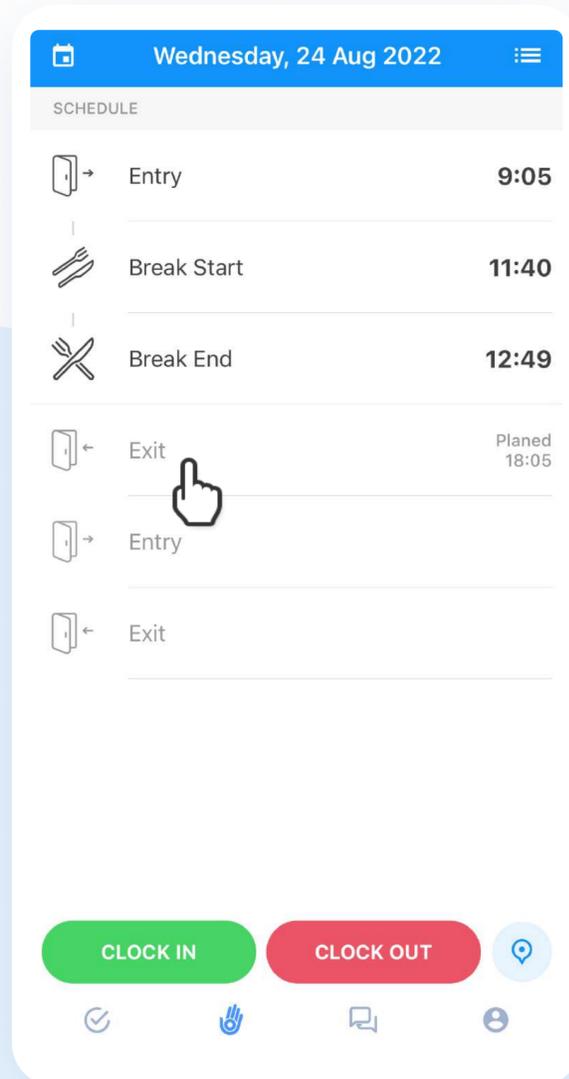
How to: Clock Out

- ✓ Select the “Clock Out” option in red
- ✓ Check the time and select “Exit”
- ✓ Click on “Confirm”
- ✓ Select “Clock Out” also for **Break Start**.

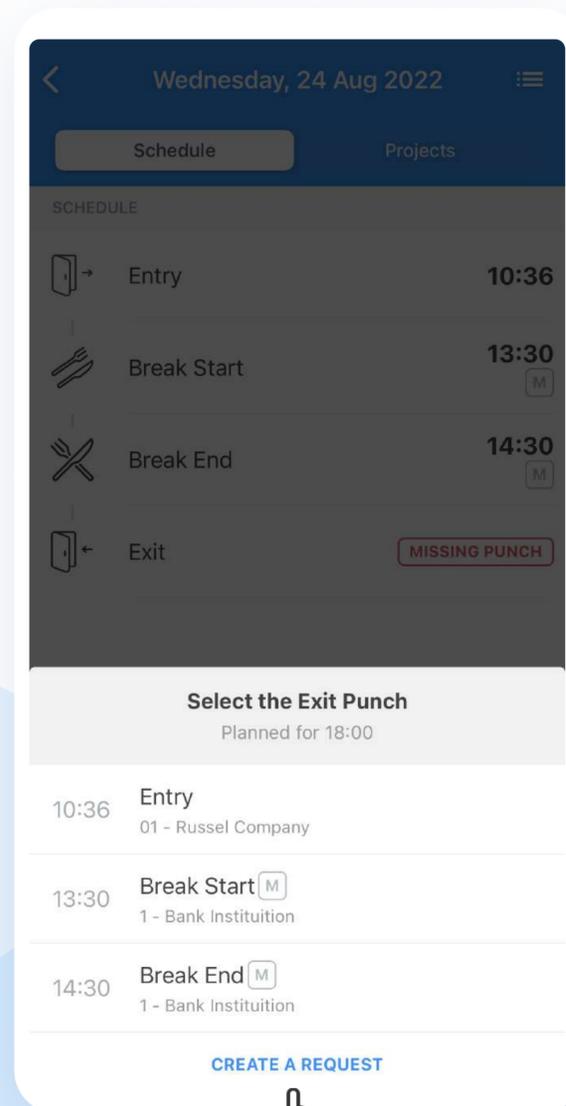


Request punch adjustment to your supervisor

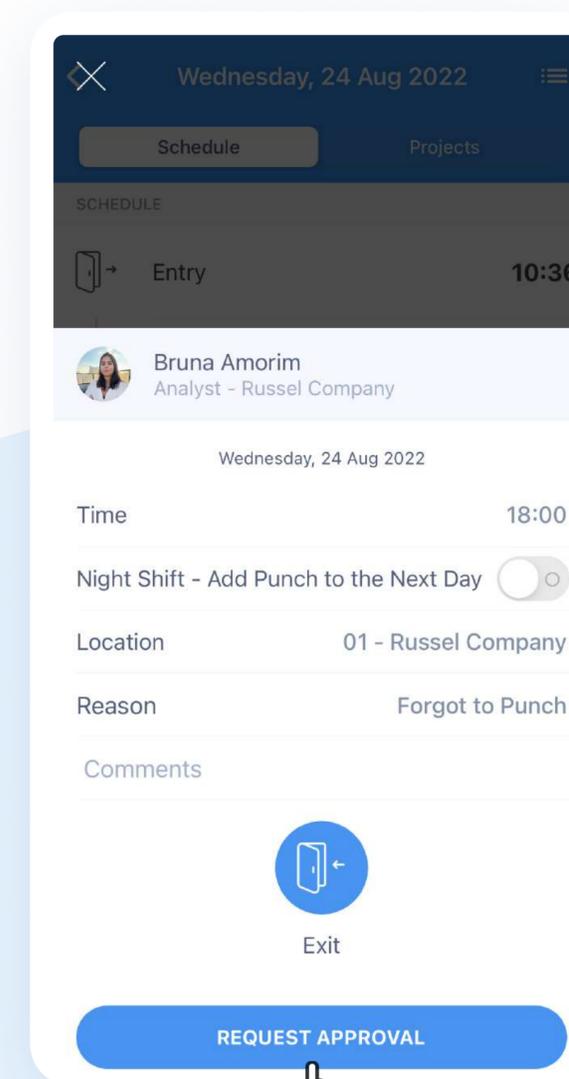
- 1 Select the punch you wish to adjust



- 2 Click on **Create a Request**



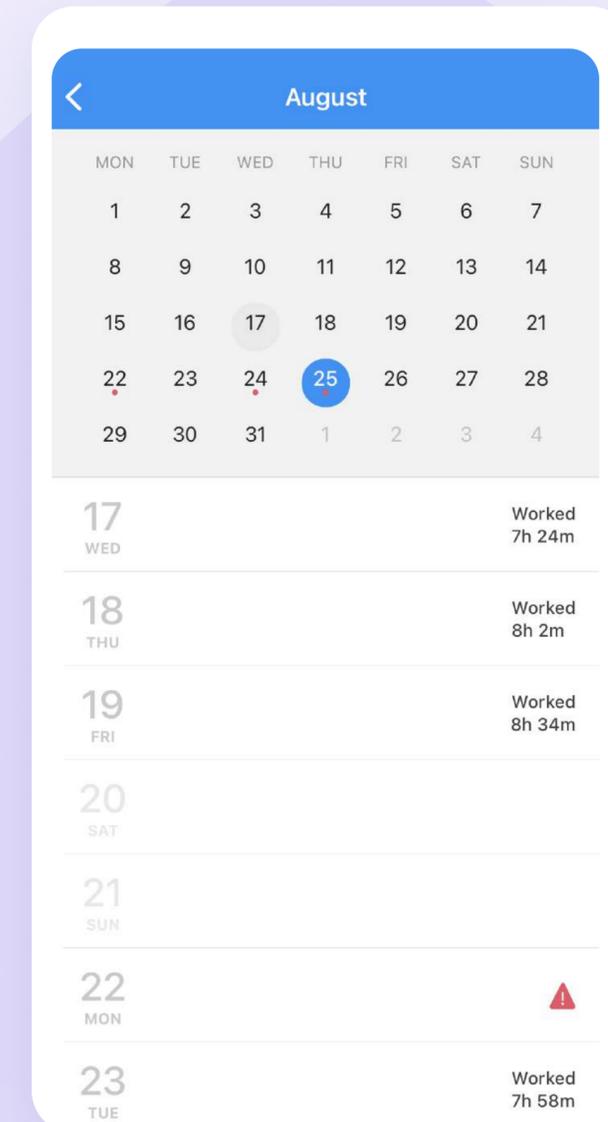
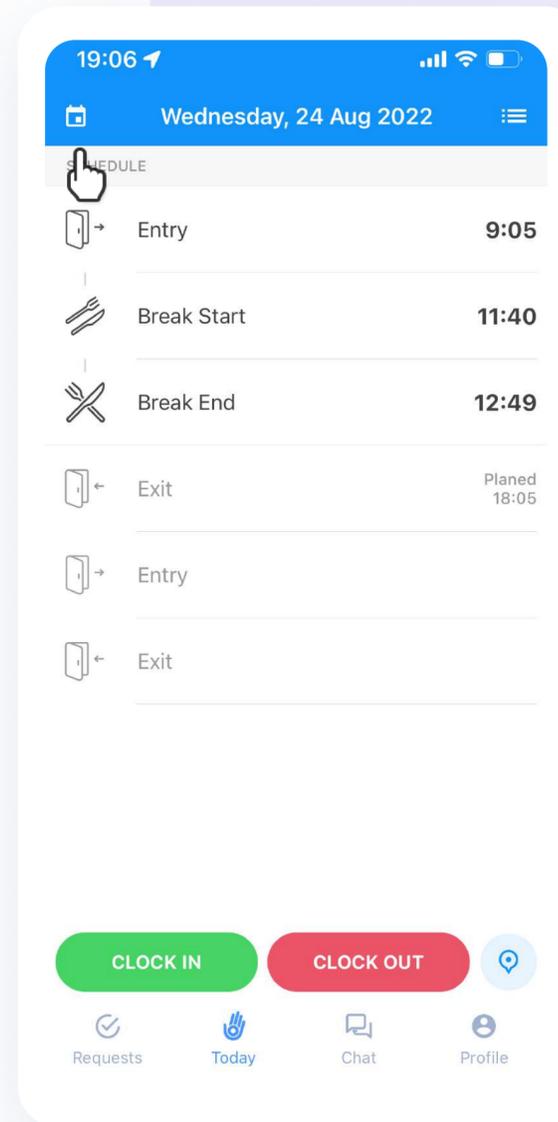
- 3 Fill out the time, location and reason
Click on: Request Approval



How to check my previous punches?

Check previous punches

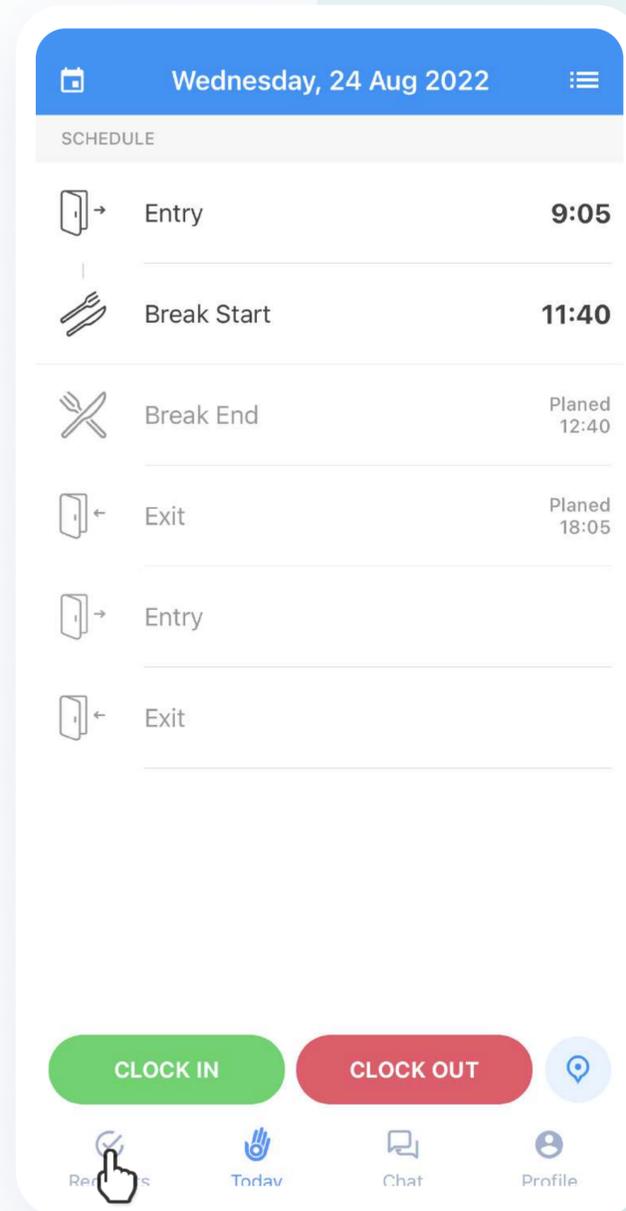
- 1 Click on the calendar at the top left
- 2 A calendar will open with the weekdays and worked hours, if a day is marked with a red dot at the top and a red alert in the middle of the screen, it means there are missing punches on that date.



How can I require it?

Check and create your absences requests

- ✓ Click on **Requests**;
- ✓ Follow your requirements status and pending clock ins;
- ✓ You can also Create a request for Vacation, Medical and Custom.



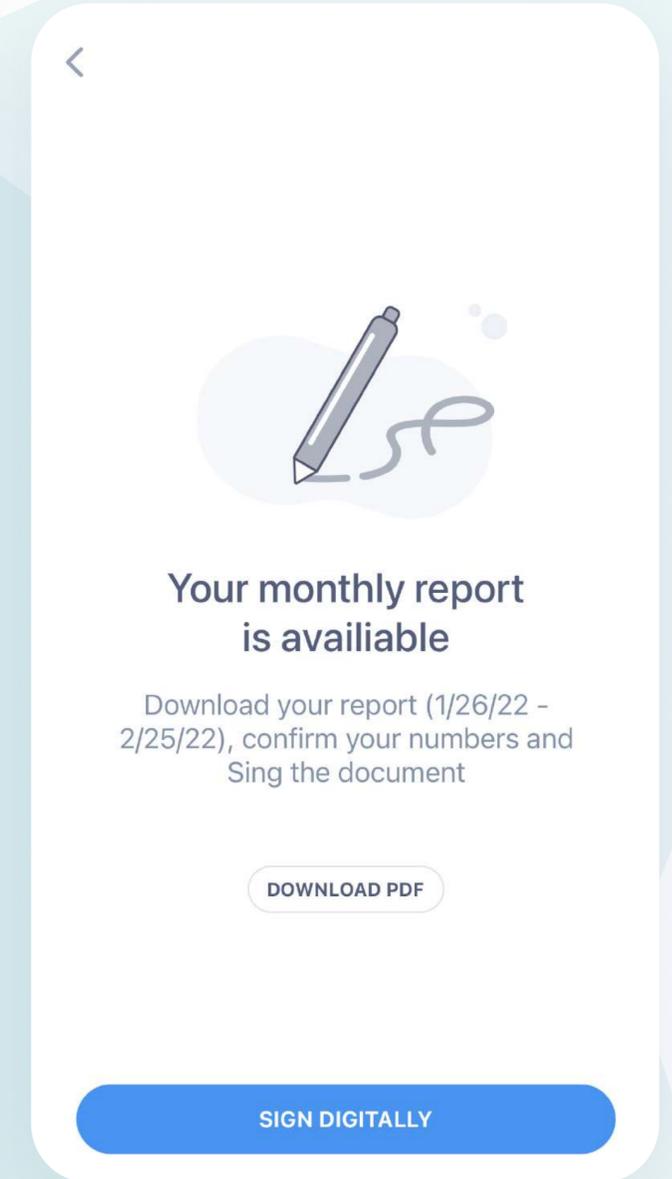
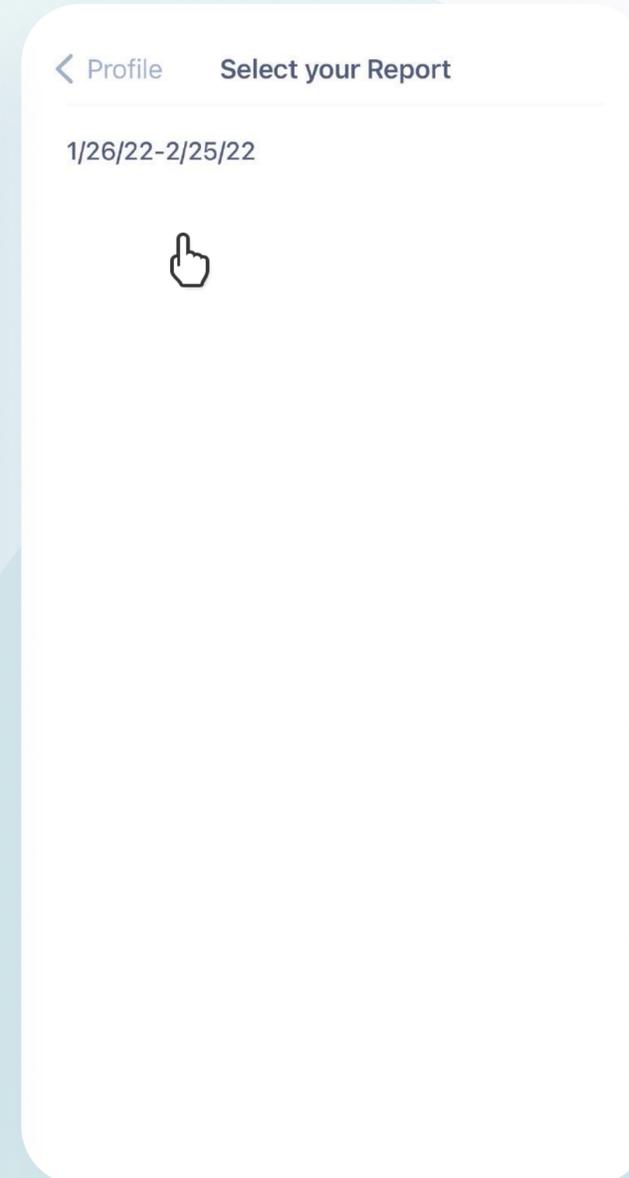
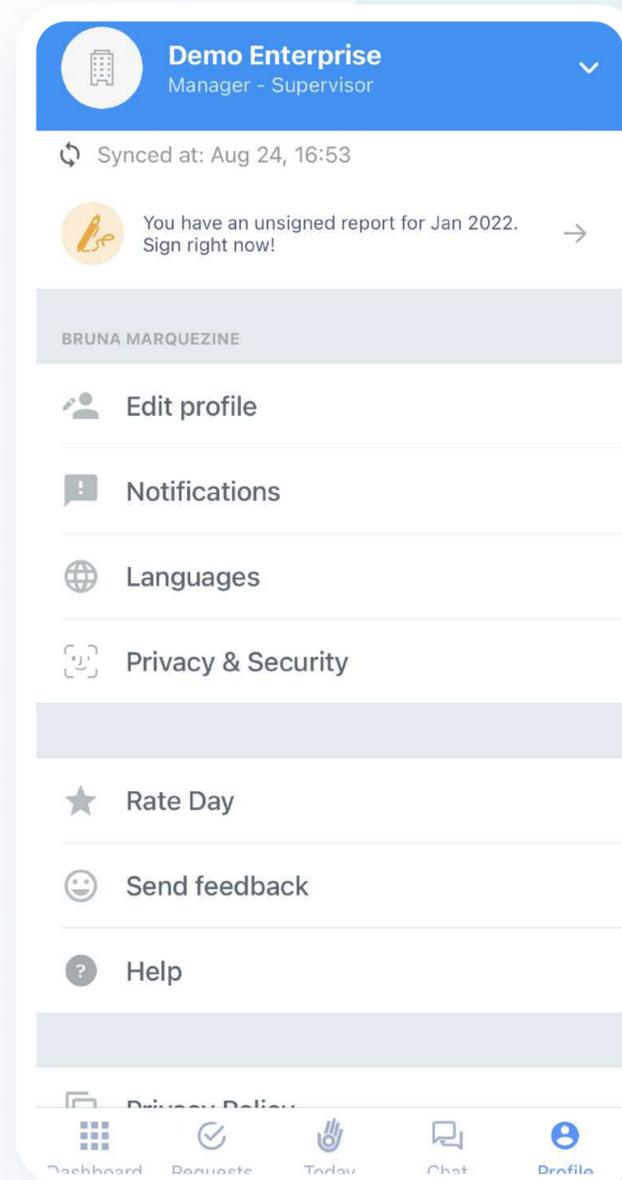
- ✓ You'll be able to attach your medical certificate in real time.

Use these instructions to help your team during the Punching Closing Period. If you have questions regarding this topic, talk to your HR team.

How to guide the employee to sign the payroll report?

How to digitally sign the payroll report?

- ✓ The employee will receive a notification or will be able to access it in **Profile**;
- ✓ Select the period you would like to sign;
- ✓ You can download the **PDF** to view the punches and then click **Sign Report**.



- ✓ The **Payroll Report** is also sent via computer.

First Web experience

In this guide, learn how to:

Employee

- ✓ Your first registration on the web

- ✓ Web Menu

- ✓ Clock In / Clock Out

- ✓ Check your Bank of Hours and Payroll Report

Access the Web

Your first computer Login

- 1 Be connected to the internet and access admin.oitchau.com.br
- 2 Click on “Forgot Password” and wait in your email for instructions to reset
- 3 After changing the password, log in again with your registered email and password.

The image shows a screenshot of the DAY.IO login interface. The main page is titled "Sign up to Oitchau" and features a "Don't have an account" link with a "Get Started" button. Below this are two social login options: "Continue with Google" and "Continue with Apple". The form includes fields for "E-MAIL ADDRESS" (containing "brunodelorence@gmail.com") and "PASSWORD" (masked with "*****"). A "Forgot Password" link is located to the right of the password field, with a red arrow pointing to it. Below the form are a blue "CONTINUE" button and a "Continue with SSO" link. At the bottom, there are logos for "TRUSTED BY LEADING BRANDS" including Group, AEB, and SA.

A secondary "Recover password" form is shown below the main one, featuring an "E-MAIL ADDRESS" field and a blue "SEND RESET INSTRUCTIONS" button with a mouse cursor over it.

You must add in this field the email you have registered with the company. If you don't receive it in your inbox, confirm with your HR team the email you are registered

Menu Options

Employee

Clock Now

Easily clock in and clock out.

Attendance

Preview tab of punches and punch adjustments.

Absence & Vacation

Requests tab and views of approval status of your punches.

Reports

View your Payroll and Bank Hours Report.

The screenshot shows the employee interface. On the left, a sidebar menu contains 'Attendance', 'Absence & Vacation', and 'Reports'. The 'Attendance' tab is selected. At the top of the main area, there is a 'Clock Now' button. Below it, the 'Punches' section is visible, featuring a '+ New Punch' button. A table lists punches for the employee BRUNA AMORIM, Analyst, with columns for Employee, Date, Location, Type, Verification, Reason, and Status. All punches shown are marked as 'APPROVED'.

EMPLOYEE	DATE	LOCATION	TYPE	VERIFICATION	REASON	STATUS
BRUNA AMORIM Analyst	18:00 Fri 01/09/2023	Diamante Com...	Exit		Other	APPROVED
BRUNA AMORIM Analyst	13:00 Fri 01/09/2023	Diamante Com...	Break end		Other	APPROVED
BRUNA AMORIM Analyst	12:00 Fri 01/09/2023	Diamante Com...	Break start		Other	APPROVED
BRUNA AMORIM Analyst	09:00 Fri 01/09/2023	Diamante Com...	Entry		Other	APPROVED
BRUNA AMORIM Analyst	18:00 Thu 31/08/2023	Diamante Com...	Exit		Other	APPROVED
BRUNA AMORIM Analyst	14:42 Thu 31/08/2023	Diamante Com...	Break end	No option available		APPROVED
BRUNA AMORIM Analyst	14:40 Thu 31/08/2023	Diamante Com...	Entry	No option available		APPROVED
BRUNA AMORIM Analyst	13:00 Thu 31/08/2023	Diamante Com...	Break end		Other	APPROVED

Punch Adjustment

Did you punch wrong? Request the adjustment to your supervisor.

Status

Check if your punches are approved or pending.

How to Clock in / Clock out?

Clock in / Clock Out

- 1 Select the button Clock Now
- 2 Check your location options and press **Clock Now** in green;
- 3 Confirm the punch type: Entry, Break Start, Break End or Exit.
- 4 If it's everything ok, click on **I'm done**.

Good morning, BRUNA!

11:38

September 1, 2023

Diamante Company

CLOCK NOW

DATE	LOCATION	TYPE	VERIFICATION
18:00 Fri 01/09/2023	Diamante Com...	Exit	
13:00 Fri 01/09/2023	Diamante Com...	Break end	
12:00 Fri 01/09/2023	Diamante Com...	Break start	
09:00 Fri 01/09/2023	Diamante Com...	Entry	
18:00 Thu 31/08/2023	Diamante Com...	Exit	
14:42 Thu 31/08/2023	Diamante Com...	Break end	No option ava
14:40 Thu 31/08/2023	Diamante Com...	Entry	No option ava

How to Request Puch Adjustment?

Request punch adjustment to your supervisor

- 1 Select the Option [+ New Punch](#)
- 2 Fill out the requested adjustment information;
- 3 Click on **Confirm**;

The screenshot displays a user interface for managing punches. On the left, a sidebar contains navigation options: 'Attendance', 'Absence & Vacation', and 'Reports'. The main area shows a 'Punches' table with columns for Employee, Date, Location, Type, and Verification. A 'New Punch' modal is open on the right, allowing users to input details for a new punch.

EMPLOYEE	DATE	LOCATION	TYPE	VERIFICATION
BRUNA AMORIM Analyst	18:00 Fri 01/09/2023	Diamante Com...	Exit	
BRUNA AMORIM Analyst	13:00 Fri 01/09/2023	Diamante Com...	Break end	
BRUNA AMORIM Analyst	12:00 Fri 01/09/2023	Diamante Com...	Break start	
BRUNA AMORIM Analyst	11:52 Fri 01/09/2023	Diamante Com...	Entry	No option available
BRUNA AMORIM Analyst	09:00 Fri 01/09/2023	Diamante Com...	Entry	
BRUNA AMORIM Analyst	18:00 Thu 31/08/2023	Diamante Com...	Exit	
BRUNA AMORIM Analyst	14:42 Thu 31/08/2023	Diamante Com...	Break end	No option available
BRUNA AMORIM Analyst	14:40 Thu 31/08/2023	Diamante Com...	Entry	No option available

New Punch modal form fields:

- Date: Sep 1, 2023
- Time: 00:00
- Night Shift - Continue schedule after midnight
- Punch type: Select a category
- Location: Location
- Reason: Select the reason
- Buttons: Cancel, Confirm

Track everything in real time

Check your Payroll Report

- 1 Select Reports;
- 2 Click over the type of report you want to check (indicated in the picture);
- 3 Click on the time range and then select **Generate**.

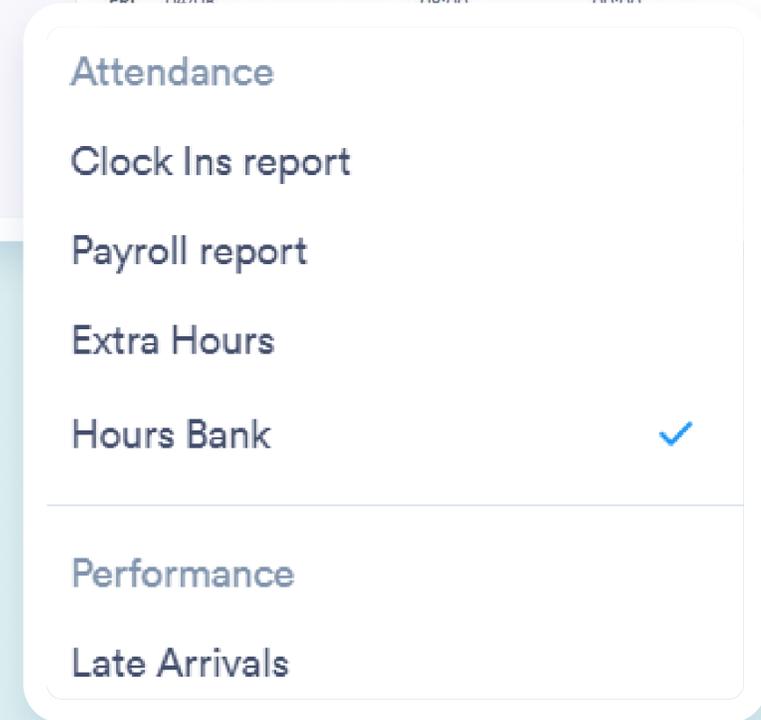
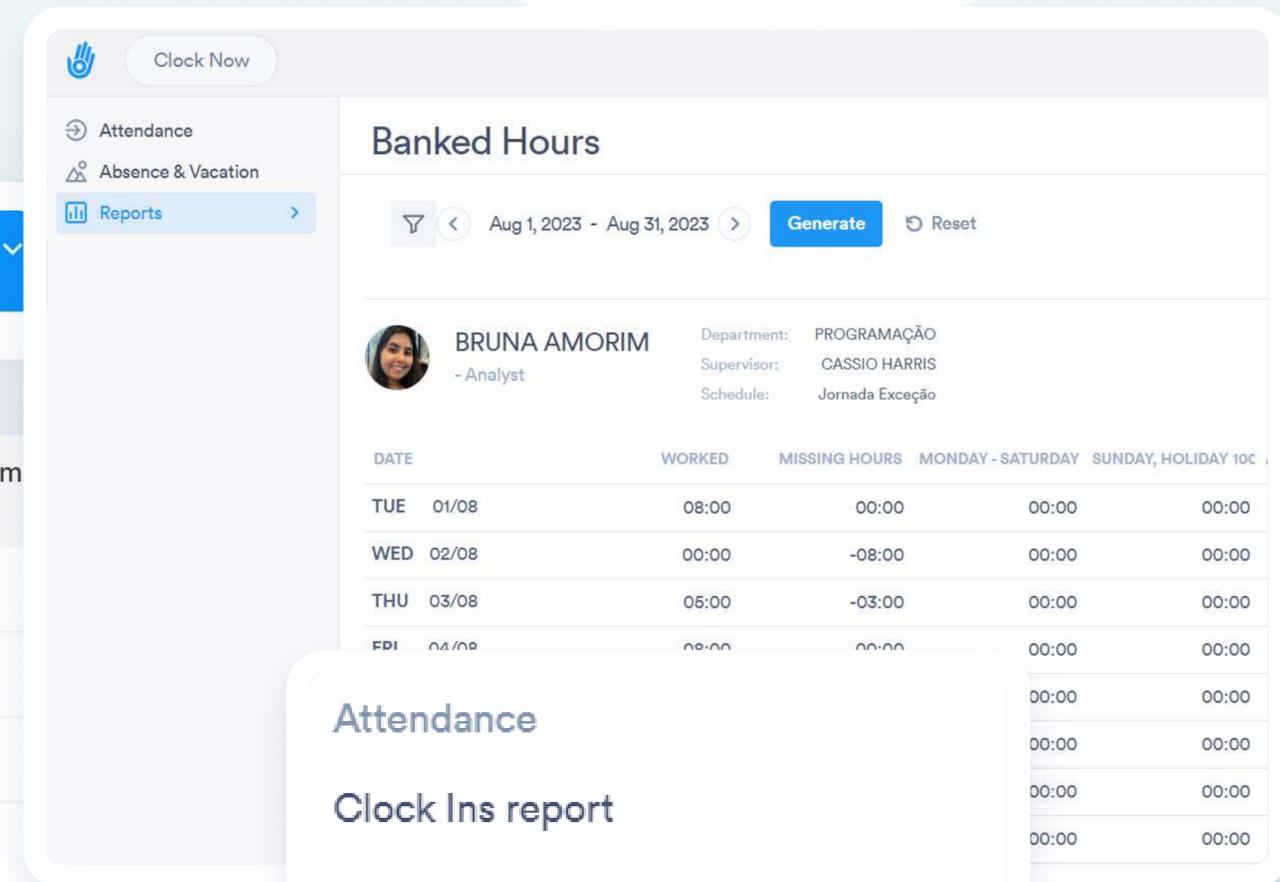
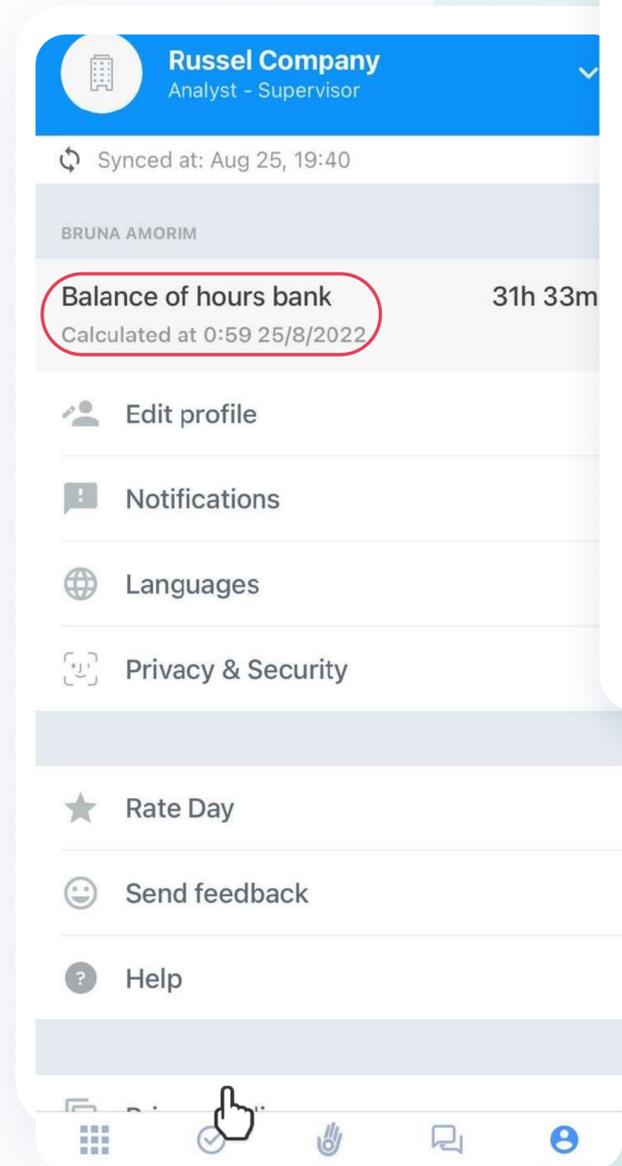
The screenshot displays a user interface for generating a payroll report. On the left, a sidebar contains navigation options: 'Attendance', 'Absence & Vacation', and 'Reports', with 'Reports' highlighted and a red circle around its right-pointing arrow. The top of the interface features a 'Clock Now' button. The main area is titled 'Payroll Report' and includes a date range selector set to 'Aug 1, 2023 - Aug 31, 2023', a blue 'Generate' button, and a 'Reset' option. Below this, employee information for BRUNA AMORIM is shown, including her department (PROGRAMAÇÃO), supervisor (CASSIO HARRIS), and schedule (Jornada Exceção). A table follows, detailing daily work records with columns for DATE, SCHEDULE, ENTRY, BREAK START, BREAK END, EXIT, WORKED, BREAK HOURS, NIGHT SHIFT 20, and EXTR.

DATE	SCHEDULE	ENTRY	BREAK START	BREAK END	EXIT	WORKED	BREAK HOURS	NIGHT SHIFT 20	EXTR
TUE 01/08	Jornada Ex...	09:00	12:00	13:00	18:00	08:00	01:00	00:00	
WED 02/08	Jornada Ex...			13:00	18:00	00:00	00:00	00:00	
THU 03/08	Jornada Ex...		12:00	13:00	18:00	05:00	01:00	00:00	
FRI 04/08	Jornada Ex...	09:00	12:00	13:00	18:00	08:00	01:00	00:00	
SAT 05/08	Jornada Ex...					00:00	00:00	00:00	
SUN 06/08	Jornada Ex...					00:00	00:00	00:00	
MON 07/08	Jornada Ex...	09:00	12:00	13:00	18:00	08:00	01:00	00:00	

Track everything in real time

Check your Bank Hours

- ✓ You can check it from your app or desktop.
- ✓ From your **app**: click on Profile and see a box with your hours.
- ✓ From your **desktop**: Select Reports and choose the option **Bank Hours** report.



Count on us!

If you have questions, please reach out to your
HR Team.

