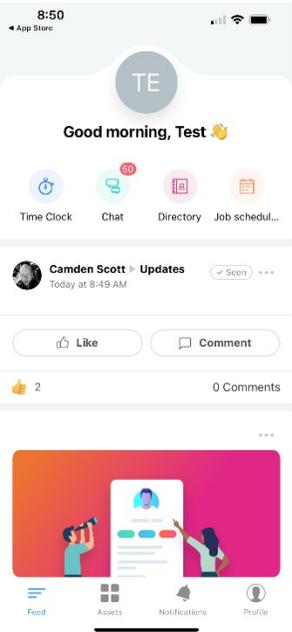
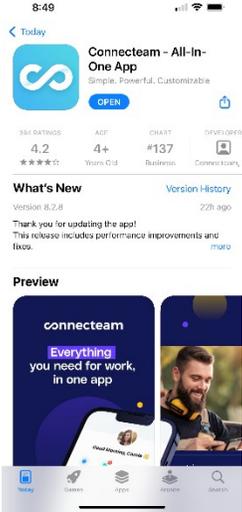


# Using Connecteam

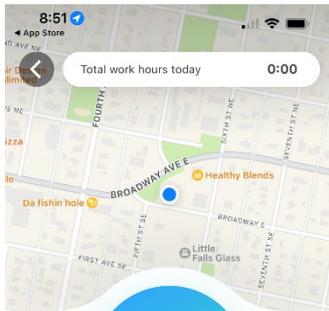
Focused Living Inc uses Connecteam for a timekeeping system, forms, and communication. When joining the team at Focused Living Inc, you will be sent an invite link via text message to join our app! Please download the app and follow the prompts as requested in the app.



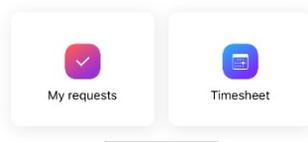
Once the app is downloaded, please click on the icon to open the app, please establish your account information. This will take you to the "home page" of the app, its much like your Facebook feed.

On the home page, you will see your name and then options for the time clock, chat, directory, and job scheduler. If there have been any forms pushed out to you that require completion, these will also be listed below in your “feed.”

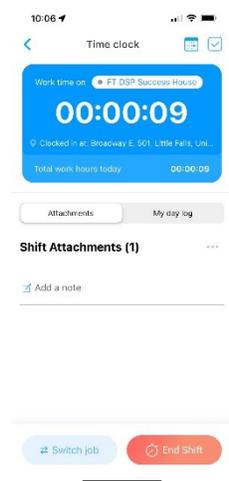
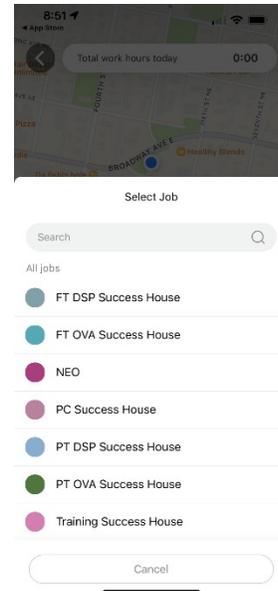
The most important function you will use in Connecteam is the Time Clock feature, this allows you to punch in/out of your shift at each location and identify your position within the timeclock to ensure the correct pay and tracking of hours.



When arriving to your shift, please open the Connecteam app and select the Time Clock icon as shown above. This will bring you to the time clock feature within the app. Select “Start Shift.” Please note, you have to be connect to the sites WiFi or within close proximity to the site to allow the time clock feature to work. This is setup to ensure you are at the site working when schedule

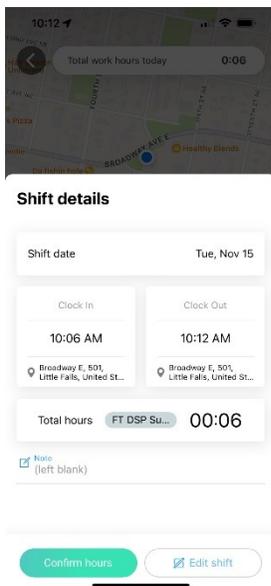
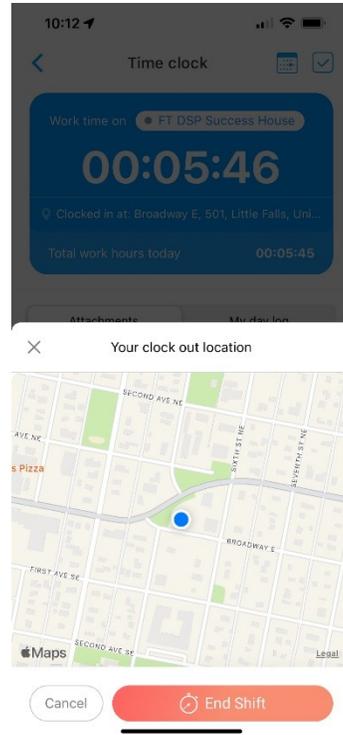


Once "Start Shift" is selected, you will be prompted to select your job, this means the job you were hired for. For example, if you are at Part Time DSP, select PT DSP Success House from the job list. As we grow, each home will have its own job code. This allows us to track hours worked and pay for each location.



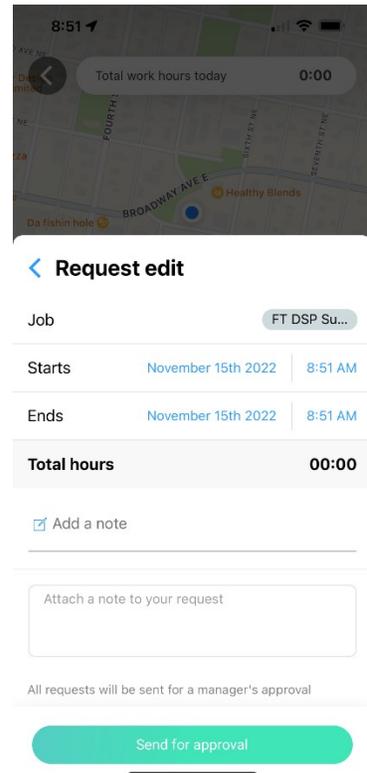
Once you job is selected, a screen will pop up that shows the time clock starting. Please note, this outlines the address/location you punched in at to verify you arrived to the correct location for your shift.

When ending your shift, open the Connecteam app and select Time Clock, this will open and you select “end shift.” Once end shift is clicked, another screen will pop up that ensures your clock out location, click end shift.



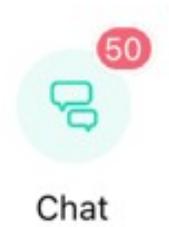
Once end shift is selected, another screen that says “shift detail” will pop up, please confirm the hours by select “confirm hours.”

If there is an edit that needs to happen to a shift, this is possible using the time clock feature. Its important to verify hours when clocking out, if an edit is needed, select “edit shift.” Please add the edited job/hour information and click “send for approval.” This sends the shift edit to be approved by a manager. Its helpful to put a note in the edit explaining the need for the edit.



Focused Living Inc pays employees weekly, our weekly pay period runs **WEDNESDAY at 12am to TUESDAY at 11:59pm**. On Wednesday by 10am, please login into the Connecteam app and time clock feature to verify your hours are correct. If not, please edit shifts or contact Supervisory staff to fix. Payroll is processed and sent to our accountant by **2pm WEDNESDAY**. Once this is sent to the accountant for payment processing, it can't be changed.

Connecteam has a “chat” feature that allows our team to stay connected. We have established many different chats, please figure out which chats your included in and actively participate in the chats. If you need to view schedule or make a schedule change, we have added a specific chat for that!



Directory

In addition to the chat feature, Connecteam also provides a “directory” which includes contact information for everybody on the team. You can call co-workers through the directory, message them, or just find out their contact information to add into your phone.