



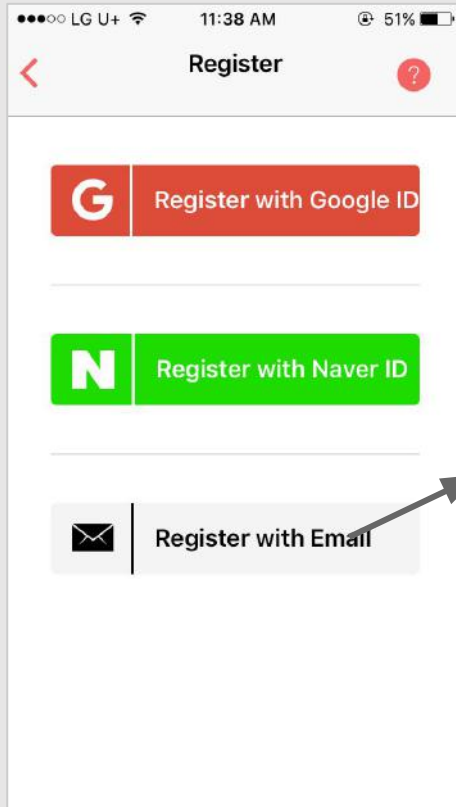
# Shifttee

## User Manual for Staff Access Level

Employee Scheduler & Timeclock Attendance

## 01 Registration

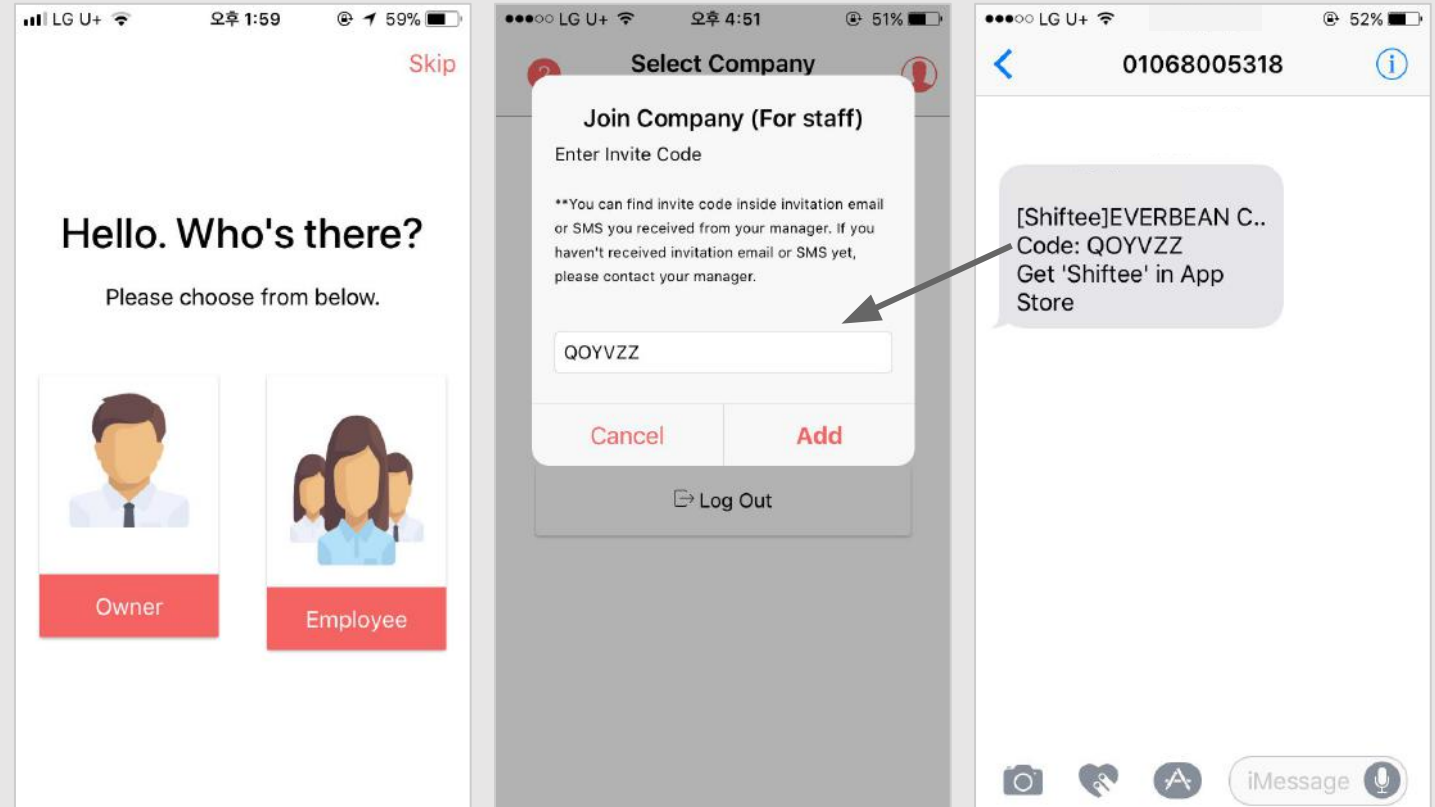
- A. Open Shiftee mobile app
- B. Select [Register]
- C. Register with Google ID or your other personal Email



\*[Registering with Email]  
=> Check your inbox for a mail from Shiftee and click [Confirm].

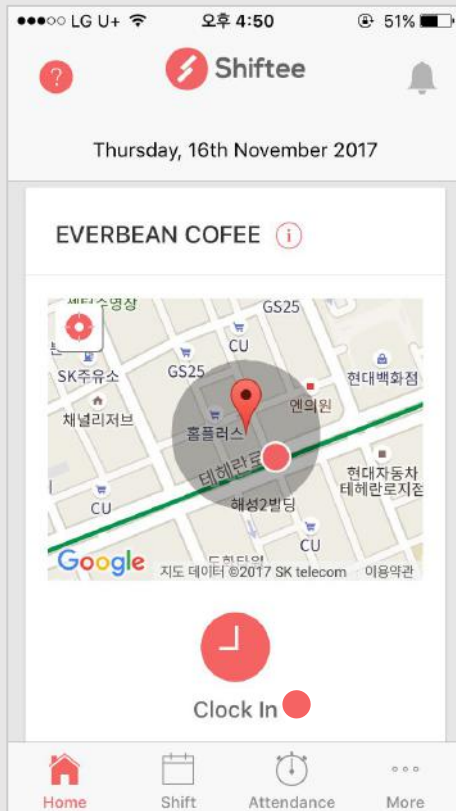
## 02 Log-in and Join Company

- A. Log-in with your email address and password
- B. Select [Employee]
- C. Enter the INVITE CODE you received from the manager or owner



## 01 Clock-in

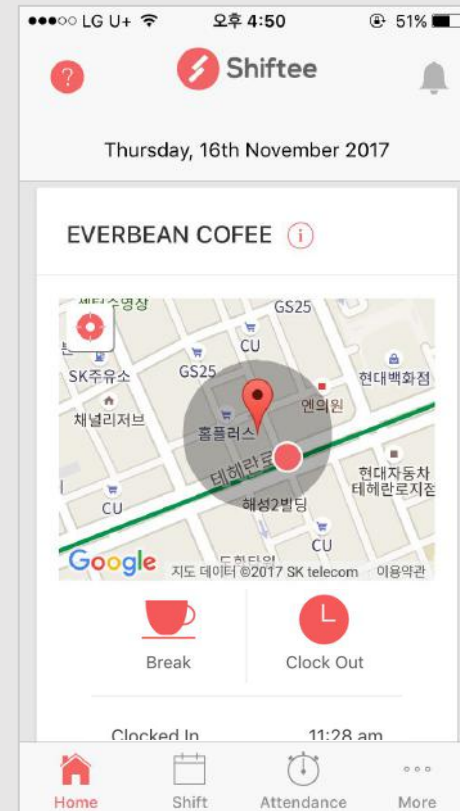
A. Tap [Clock-in] when you get to work.



## 02 Clock-out

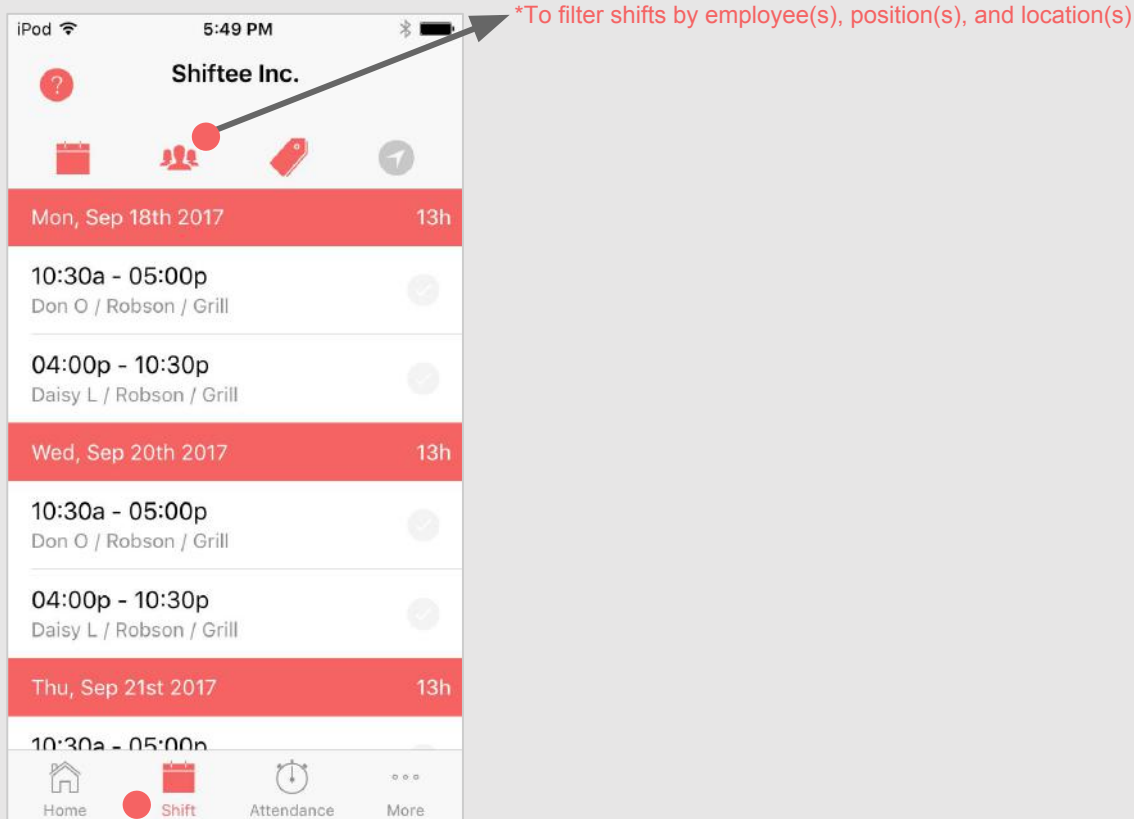
A. [퇴근하기] 클릭

\* 지점의 와이파이 또는 GPS 범위를 벗어날 경우 퇴근이 불가능합니다.



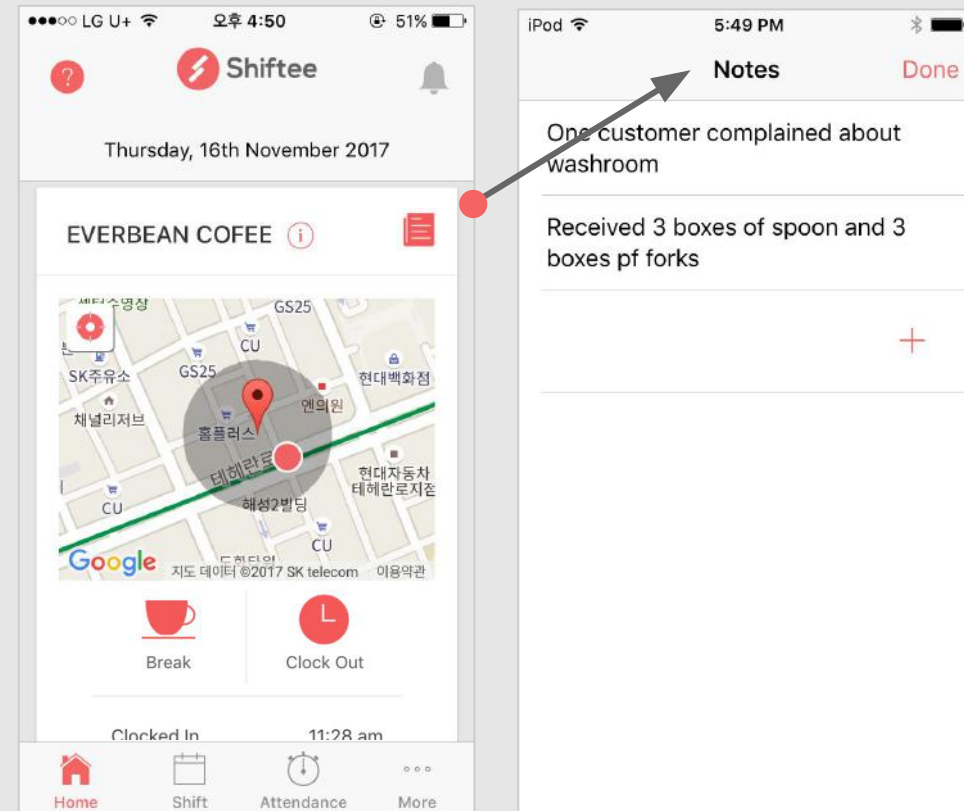
## 01 Check Scheduled Shifts

- A. Tap Shift Icon at the bottom.
- B. Check your past and upcoming shifts.



## 02 Leave Work Notes

- A. Tap Work Note icon in Home screen.
- B. Leave notes for any work or attendance related matter.





### 고객 문의 및 서비스 신청

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### 주소

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공식 홈페이지 : <https://shiftee.io>