

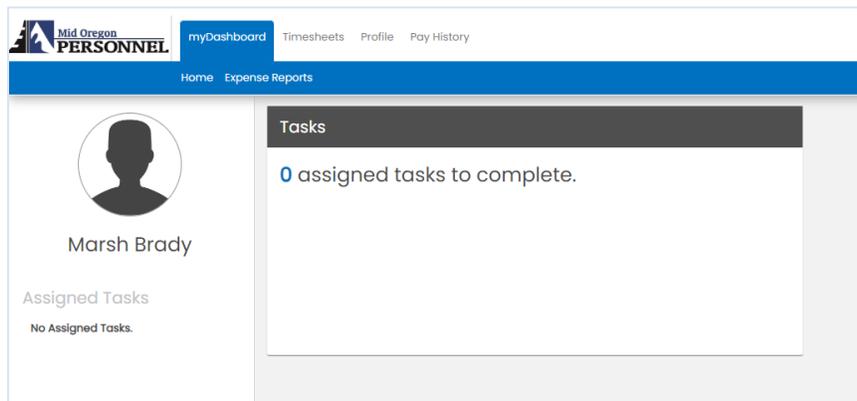


## Employee Time and Attendance Manual

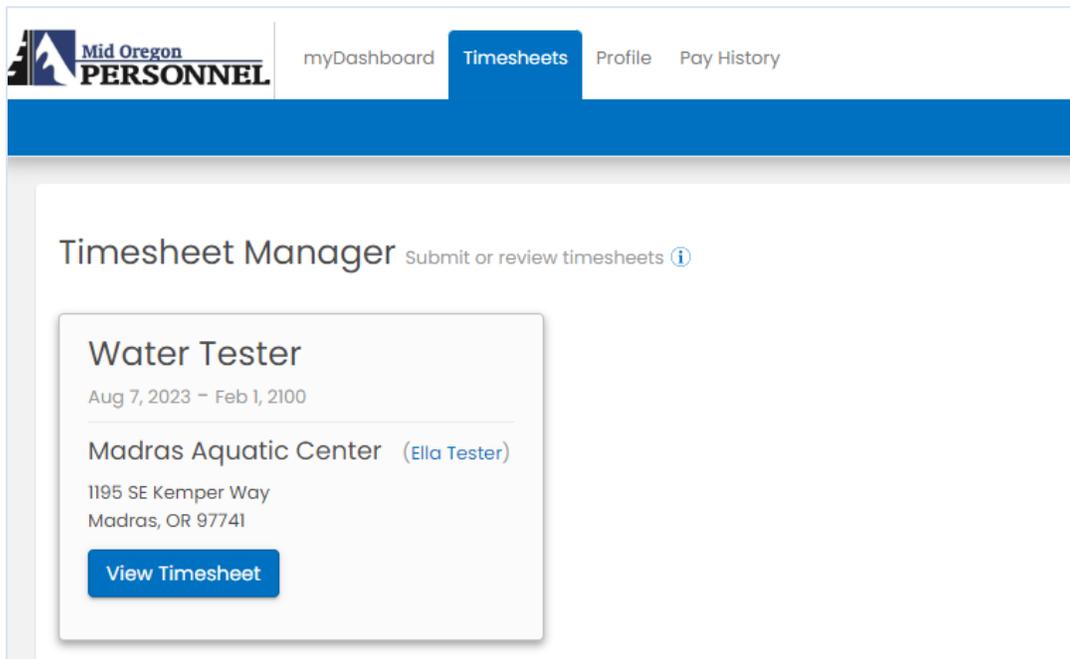
## Timesheet Approval Process

Log into Avionté: <https://midoregonpersonnel.myavionte.com/app/#/dashboard/>

1. \* If this is your first time in Avionté, you will be receiving an email from the email address [notifications@myavionte.com](mailto:notifications@myavionte.com) with login instructions. If you are a returning employee, please use the same login credentials.
2. Once logged in, you will land on your MyAvionté page. From here, the Tasks Widget will include any tasks awaiting completion.



3. Timesheets:  
Login → Click on timesheet tab → View Timesheet → Enter time → Save Timesheet (OR Save & Submit Timesheet if you are finished entering your time for the pay period)



Week ending: Sun Aug 20 2023
Back to Timesheet Manager
Week ending: Sun Sep 03 2023

### Week Ending Aug 27 2023

Notes Apply Default

Consultant: Marsh Brady    Company: Madras Aquatic Center    Manager: Ella Tester    Job Title: Water Tester    Job Dates: 8/7/23 - 2/1/00

Monday Aug 21 2023	Tuesday Aug 22 2023	Wednesday Aug 23 2023	Thursday Aug 24 2023	Friday Aug 25 2023	Saturday Aug 26 2023	Sunday Aug 27 2023
Mon In <input type="text"/>	Tue In <input type="text"/>	Wed In <input type="text"/>	Thu In <input type="text"/>	Fri In <input type="text"/>	Sat In <input type="text"/>	Sun In <input type="text"/>
Break Start <input type="text"/>						
Break End <input type="text"/>						
Break <input type="checkbox"/> Break <input type="checkbox"/>						
Mon Out <input type="text"/>	Tue Out <input type="text"/>	Wed Out <input type="text"/>	Thu Out <input type="text"/>	Fri Out <input type="text"/>	Sat Out <input type="text"/>	Sun Out <input type="text"/>

Regular Hours

## 0.00

Save Timesheet
Save & Submit Timesheet
Submit Zero Hours

\*If you need your password to be reset, please click the "Forgot password" link during login OR call Mid Oregon Personnel.