AVISTRATA
AVIATION BUSINESS PLATFORM

Shift Clock

How people clock in and out in Avistrata, and how it reaches Dayforce

November 4, 2026 · Avistrata 2.2

PREPARED FOR

Employees, supervisors, payroll and organization admins

Organizations that run payroll in Dayforce

FROM

Leesburg Aviation LLC

1001 Sycolin Rd, Leesburg, VA 20175
703.520.5040 · mrotracker.com

At a glance

When your organization uses Dayforce, people can **clock in and out of their working day in Avistrata**, on the website or on their phone, **even with no signal**. Finished shifts go to Dayforce as punches. Supervisors and payroll see every shift on the **Clock** tab, correct mistakes with a reason, and get told about **forgotten clock-outs**.

1. Turn it on

Organization admins go to **Integrations** → **HR & payroll** → **Dayforce** → **Connection**. The Dayforce connection has to be on. Under **Clock in and out in Avistrata**:

Setting	What it does
Let people clock in and out in Avistrata	Shows the clock to people matched to a Dayforce employee
Record location when clocking	Saves where each clock-in and clock-out was made
Remind a forgotten clock-out after (hours)	Sends one reminder after this many hours (12 by default)

Only people matched to an active Dayforce employee (Dayforce → Employees) see the clock.

2. Clock in and out

- **Website:** the header shows **Clock in**, or **On the clock** with the time. Click it to clock in or out and add a note if you like.
- **Phones:** the **Shift clock** card is at the top of the home screen in the Mechanic, Pilot and Admin apps. It shows the time on the clock today.
- **No signal?** Tap anyway. The phone keeps the time you tapped and sends it once when you're back in coverage.
- If you're already clocked in on a **Dayforce clock**, the card shows **On a Dayforce clock since …** and offers no second clock-in.

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3. The Clock tab

Dayforce → **Clock** lists every shift. Admins and payroll see everyone. Dayforce supervisors see their own people, also from **Team clock** in the header panel. Filter by **Clocked in now**, **Missed clock-outs**, **Changed after sent** or **Flagged**, and by date.

1. Click **Clock out / edit** to fix a time.
2. Give a **Reason for the change**. Every change is kept with who made it and when.
3. A forgotten clock-out shows as **Missed clock-out** until a supervisor closes it.

4. Sending shifts to Dayforce

- When a shift is finished, it goes to Dayforce once, as a punch in and punch out.
- With the shift clock on, task card clock-ins no longer go to Dayforce. They stay in Avistrata for job cost.
- Only people whose payroll hours come from **punches** are sent. People paid from **timesheets** can still clock in, but their shifts aren't sent, so no hour is paid twice.

5. A shift changed after it was sent

Avistrata never re-sends a changed shift by itself, so Dayforce never gets two versions. The shift is marked **Changed after it was sent**. Then either:

- fix or remove the earlier punch in Dayforce, and click **Send correction** (admins and payroll); or
- if it was already corrected in Dayforce by hand, click **Fixed in Dayforce**.

6. Forgotten clock-outs

A shift still open after the reminder hours gets one phone notification and one email to the person. It is flagged on the Clock tab, where a supervisor closes it with a reason.

Clock in one place

People should clock the same hours either in Avistrata or on a Dayforce clock, not both, or Dayforce gets both.

Questions? Call Avistrata support at **703.520.5040** or visit mrotracker.com.

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