



Signing In and Out of IRMA Work Assignments

Sign in to an assignment

1. Click **Sign In** under Today's Work Assignments 15 minutes prior to an onsite/onsite remote assignment in all districts except Hennepin. Sign in is available up to 5 minutes prior to a remote assignment in all districts.
2. Click **Yes** to confirm you are at the work assignment location.

Sign out of an assignment using IRMA

1. Click **Sign Out**. Sign out is available up to 15 minutes after an assignment in all districts.
2. Click **Yes** to confirm the assignment has been completed.



If signing in and signing out are not completed within the time allowed, you must contact the regional scheduler to sign in and out of the assignment for you.

A delay in invoicing will occur if these steps have not been completed.