Punching in and out using the SmartPhone App
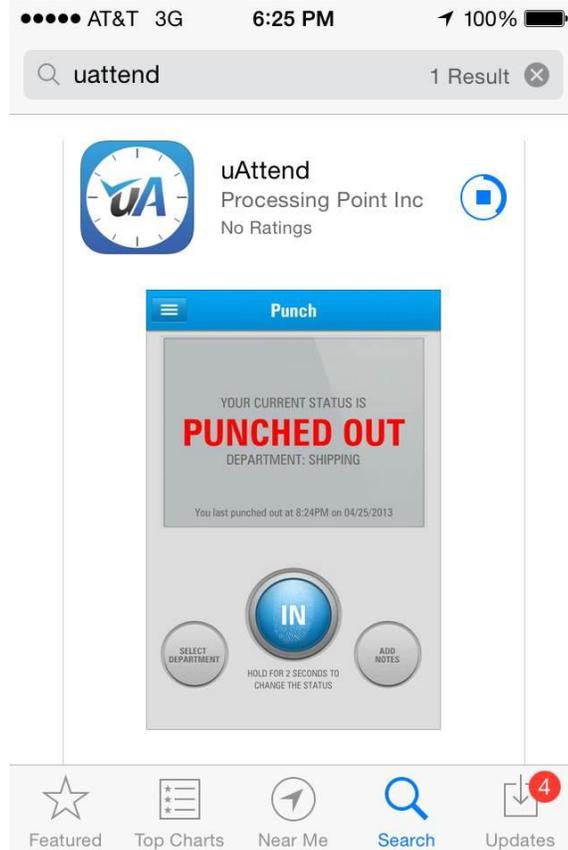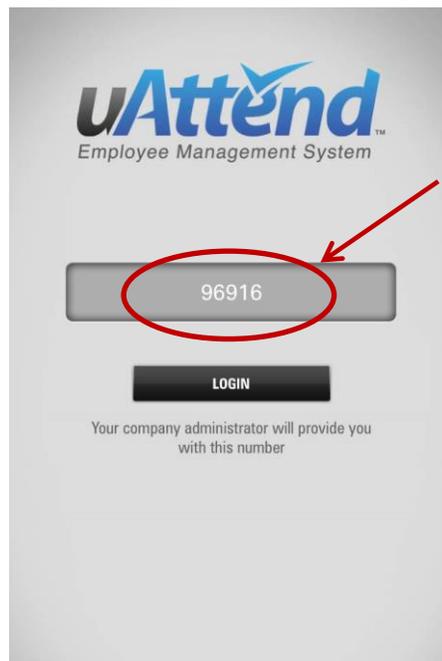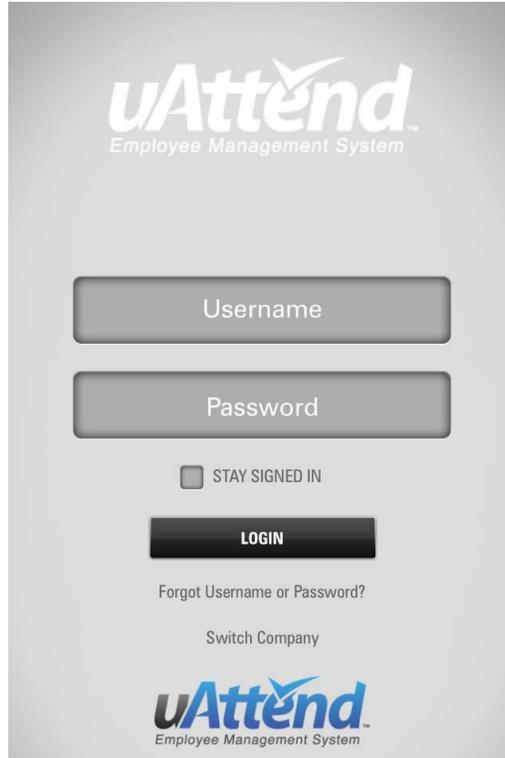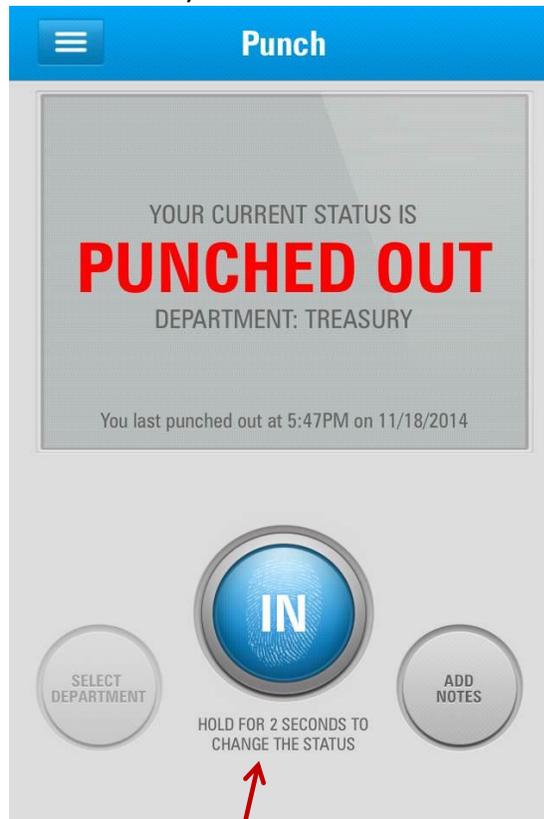
1) Download the app:

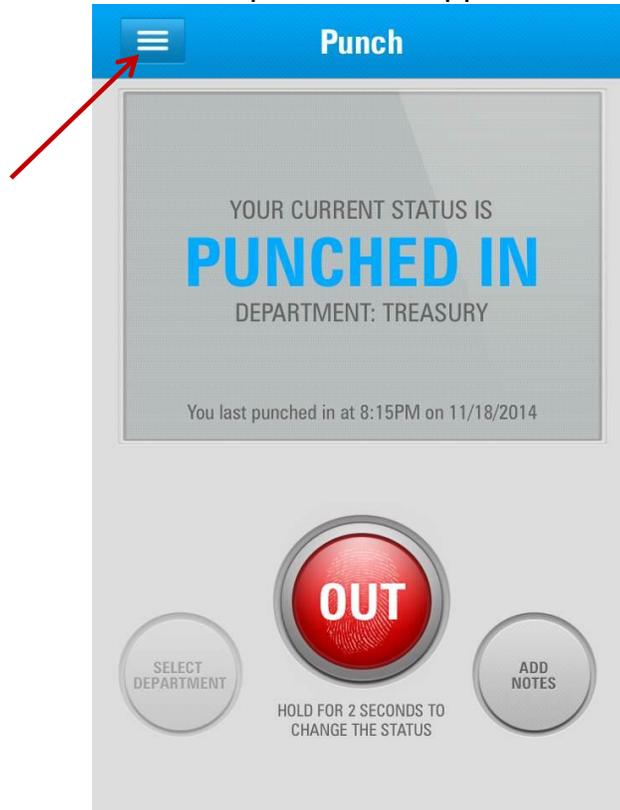### 2) Open the app and enter the Company ID. You will only need to do this the first time.
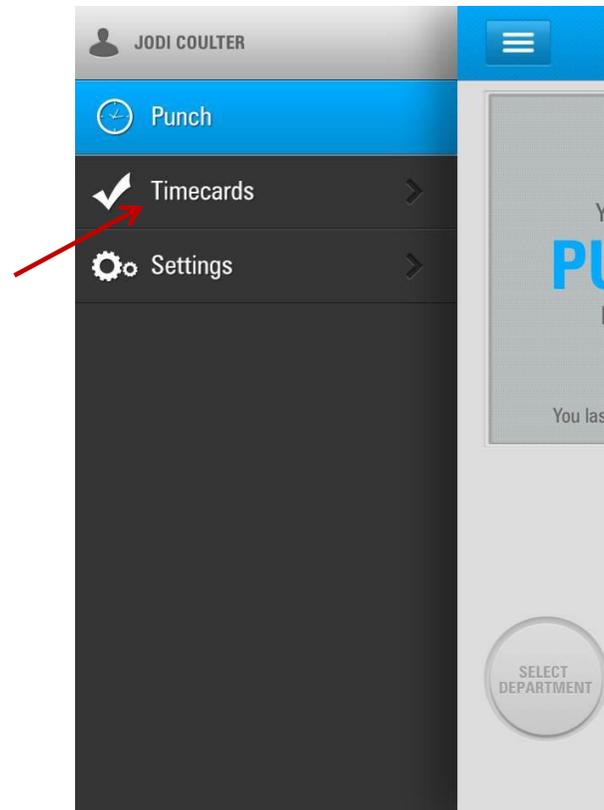
3) Log in to the app:
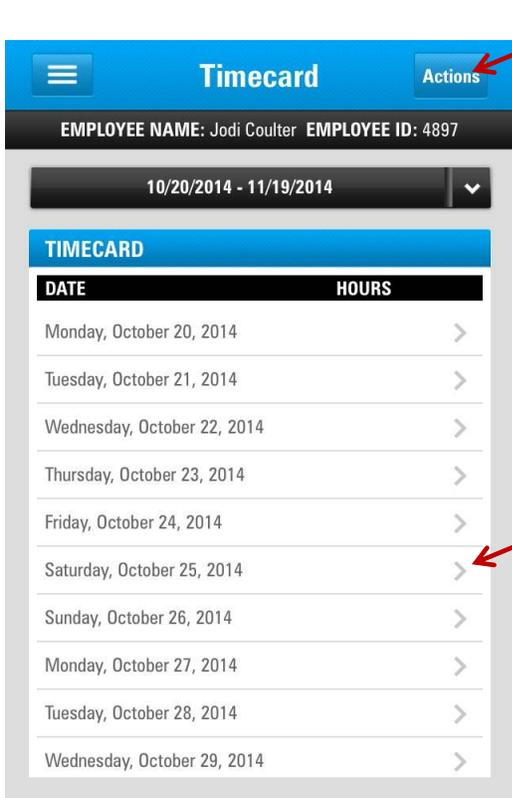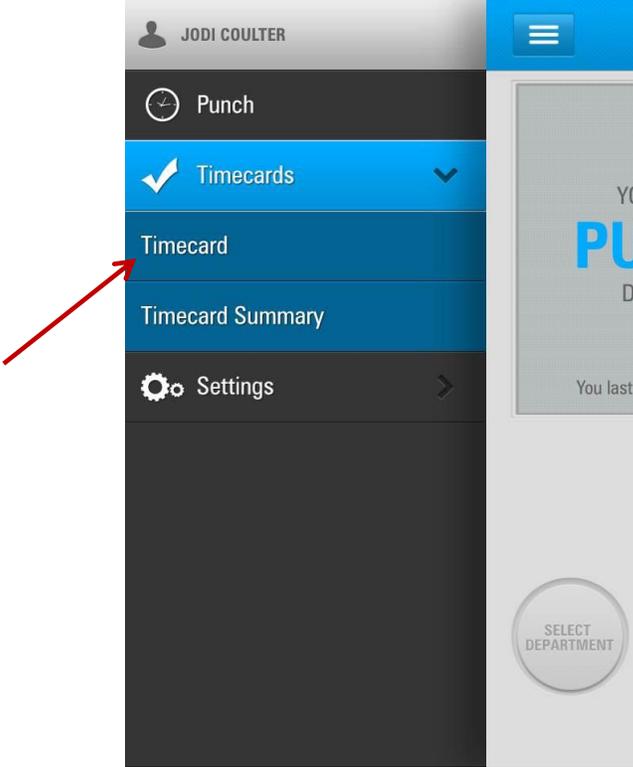

4) Punch in.
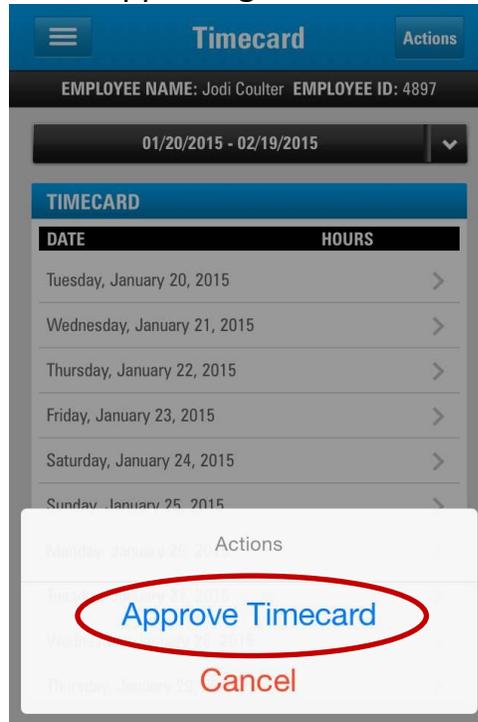
To edit or add punches or approve timecard

Select Timecards

Select Timecard

To approve timecard

To see daily detail

Approving timecard

Please note that you cannot unapprove your timecard using the mobile app. You will need to log into the website.
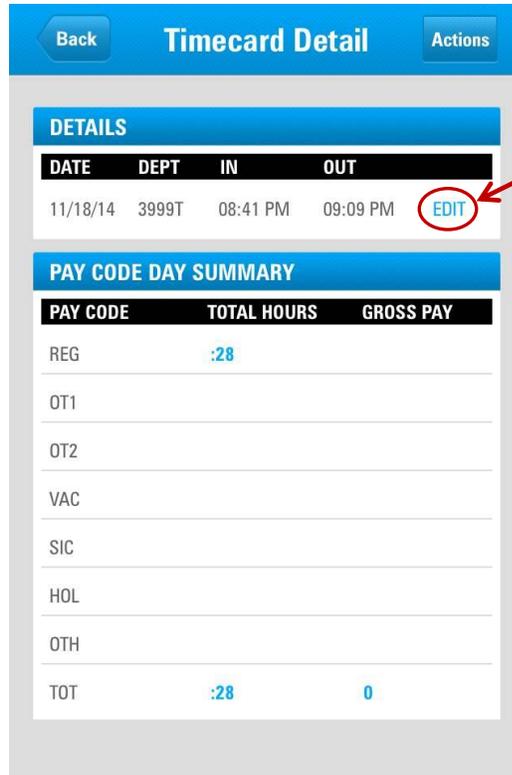
To edit time

Back   **Timecard Detail**   **Actions**

DETAILS

DATE	DEPT	IN	OUT	
11/18/14	3999T	08:41 PM	09:09 PM	EDIT

PAY CODE DAY SUMMARY

PAY CODE	TOTAL HOURS	GROSS PAY
REG	:28	
OT1		
OT2		
VAC		
SIC		
HOL		
OTH		
TOT	:28	0

To add a punch

Back   **Timecard Detail**   **Actions**

DETAILS

DATE	DEPT	IN	OUT	
11/18/14	3999T	08:41 PM	09:09 PM	EDIT

PAY CODE DAY SUMMARY

PAY CODE	TOTAL HOURS	GROSS PAY
REG	:28	
OT1		
OT2		
VAC		
SIC		
HOL		
OTH		
TOT	:28	0

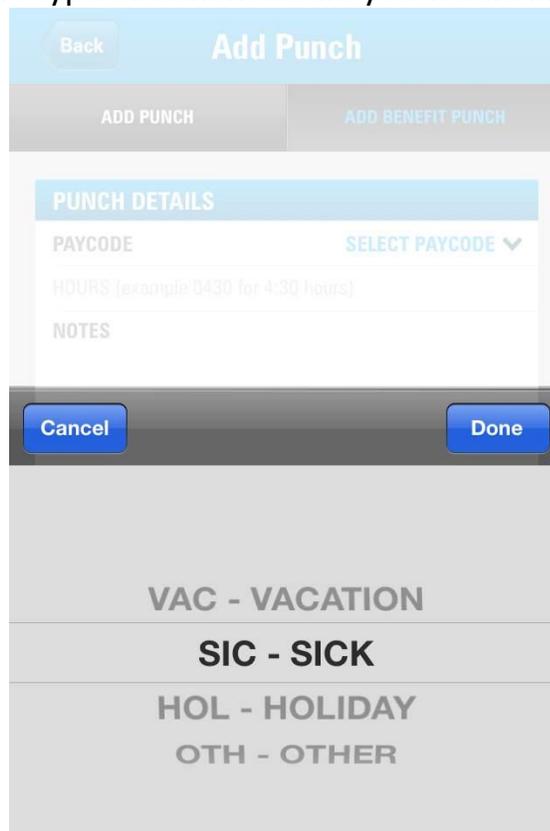Select "Add Punch"

Enter time and click "Add Punch"

To enter Vacation, sick, or holiday hours, click on "Add Benefit Punch" on the "Add Punch" screen.

Click on this to select the type of hours
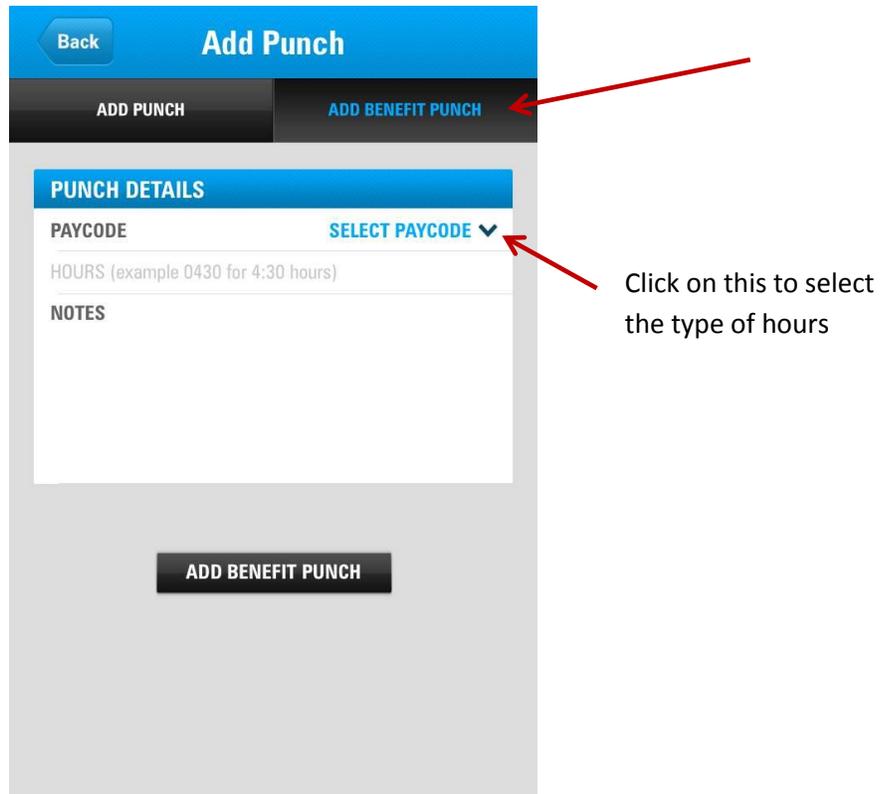
Select the type of benefit hours you would like to add.

Add the amount of hours and click "Add Benefit Punch"

To log out

JODI COULTER

Punch

Timecards ⌄

Timecard

Timecard Summary

⚙ Settings ›

SELECT
DEPARTMENT

JODI COULTER

Punch

Timecards ›

⚙ Settings ⌄

Logout

EMPLOYEE

TIMECARD

DATE

Tuesday, Janua

Wednesday, Ja

Thursday, Janu

Friday, January

Saturday, Janu

Sunday, Januar

Monday, Janua

Tuesday, Janua

Wednesday, Ja

Thursday, Janu