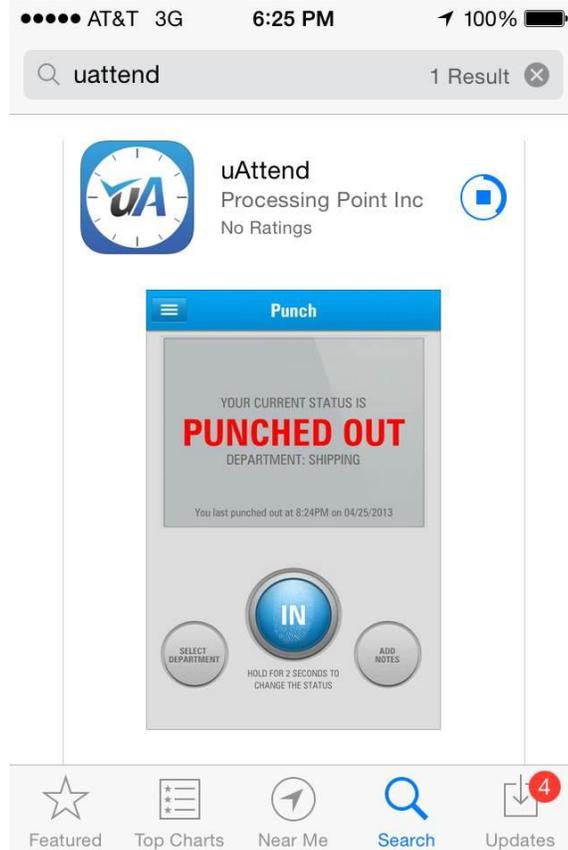
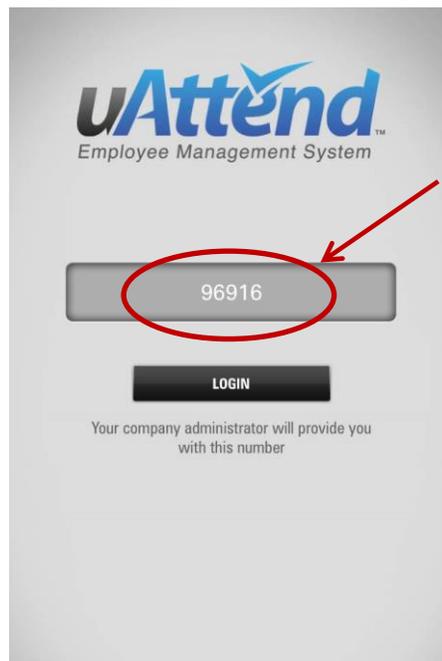


Punching in and out using the SmartPhone App

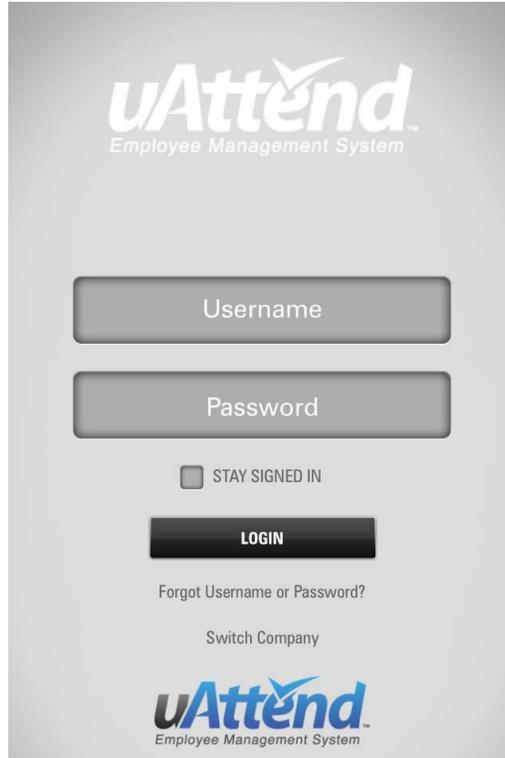
1) Download the app:



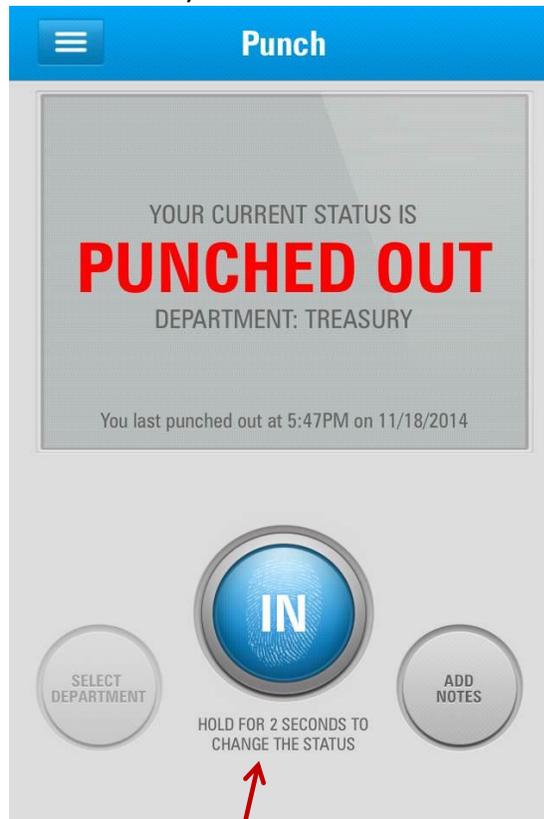
2) Open the app and enter the Company ID. You will only need to do this the first time.



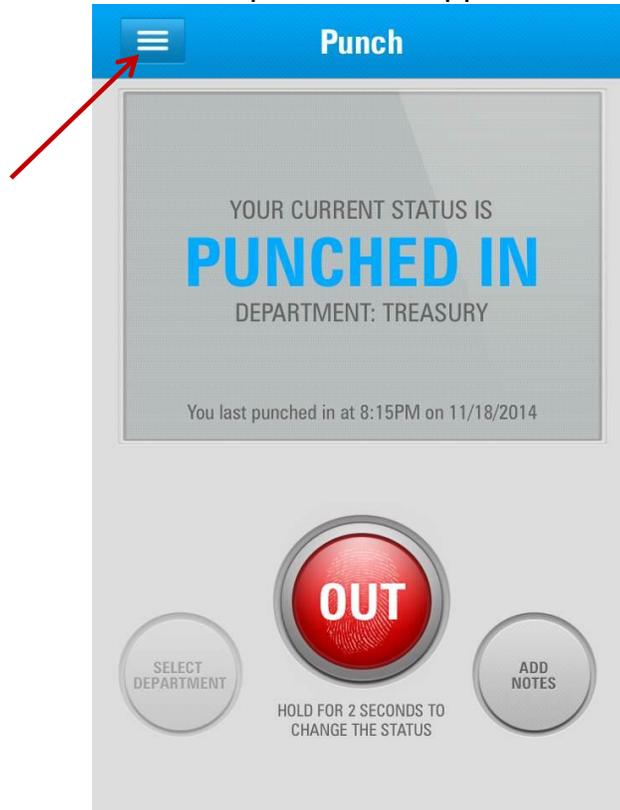
3) Log in to the app:



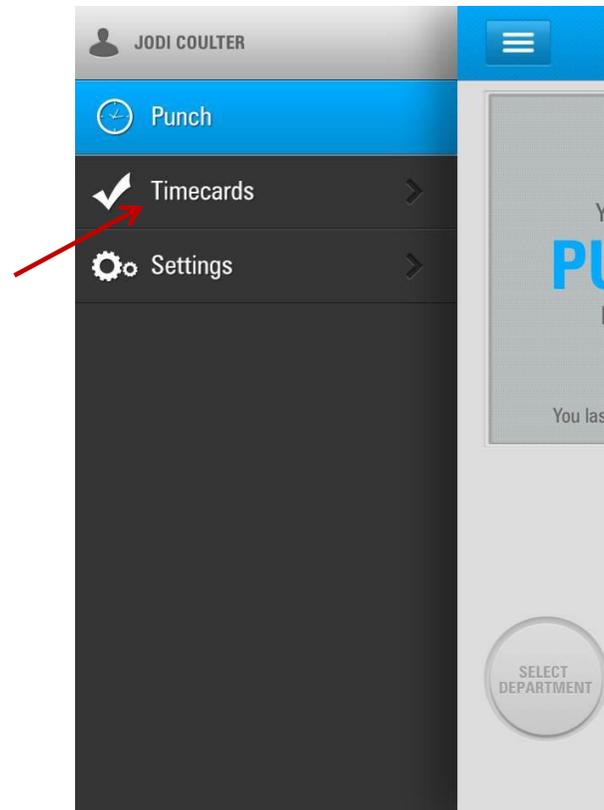
4) Punch in.



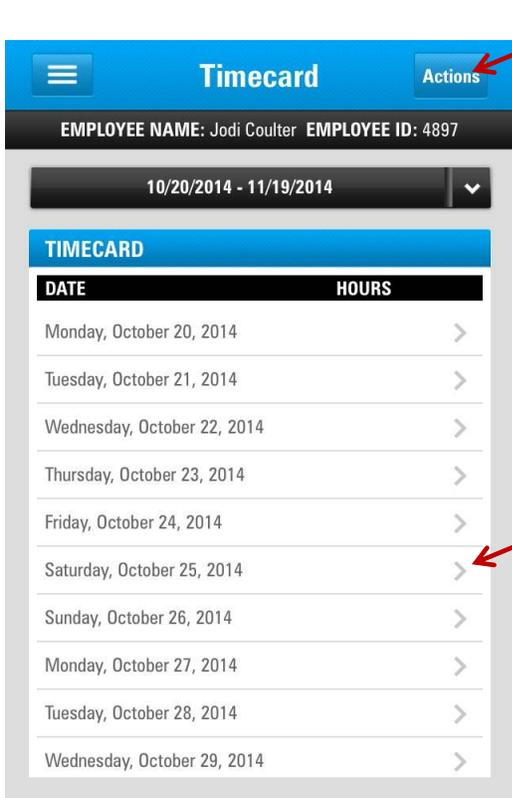
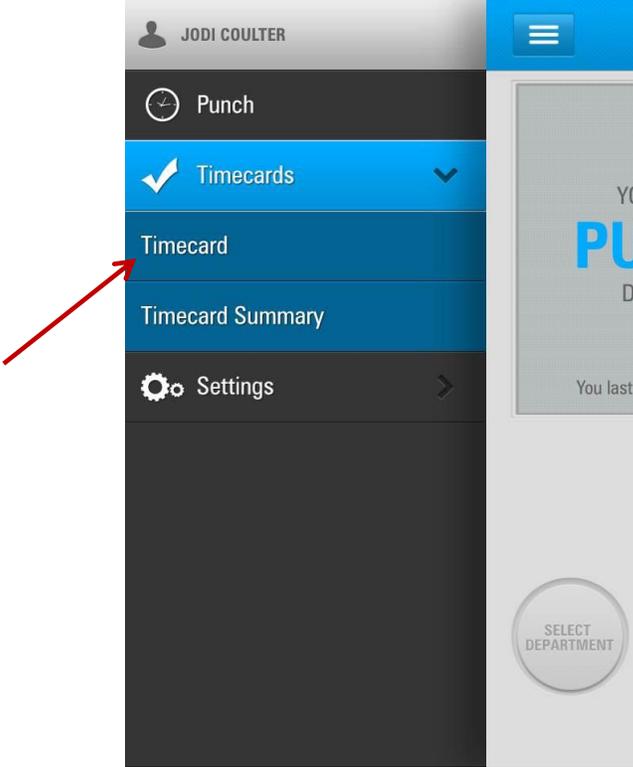
To edit or add punches or approve timecard



Select Timecards



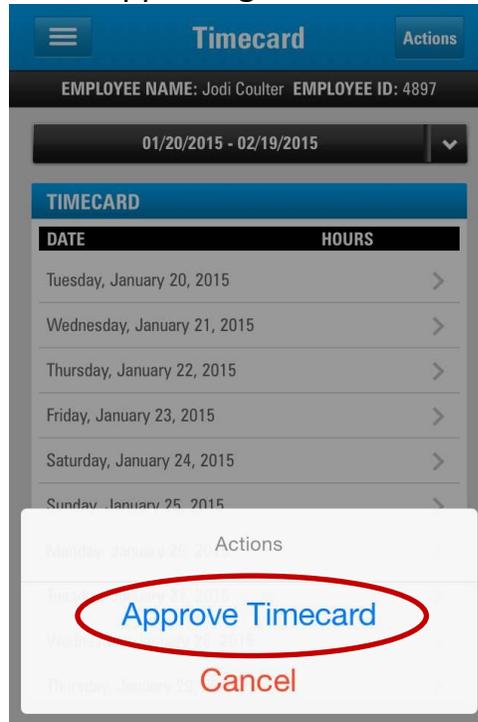
Select Timecard



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.

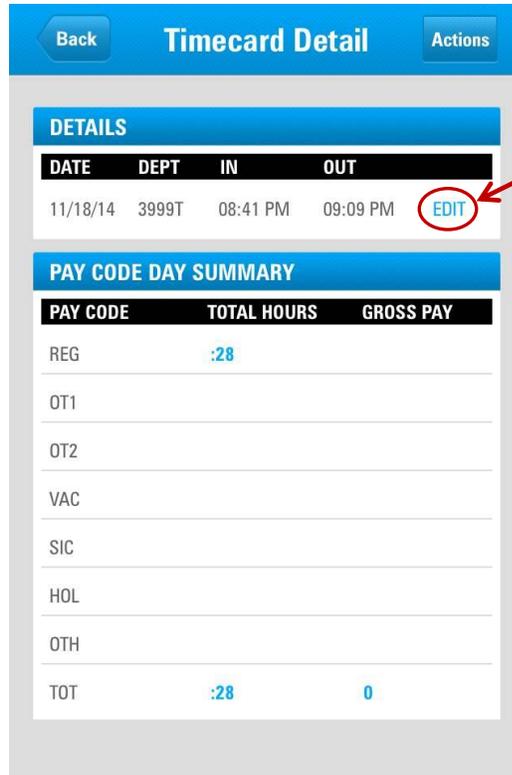
Thu	02/05/15								[+]
Fri	02/06/15								[+]
Sat	02/07/15								[+]
Sun	02/08/15								[+]
Mon	02/09/15								[+]
Tue	02/10/15								[+]
Wed	02/11/15								[+]
Thu	02/12/15								[+]
Fri	02/13/15								[+]
Sat	02/14/15								[+]
Sun	02/15/15								[+]
Mon	02/16/15								[+]
Tue	02/17/15	3999T	04:24 PM	-----					EDIT [x] [+]
Wed	02/18/15								[+]
Thu	02/19/15								[+]

Hours Worked Week 1: | Week 2: | Week 3: | Week 4: | Week 5:

	REG	OT1	OT2	VAC	HOL	SIC	OTH	TOTAL
Total Hours								

DEPT	DEPARTMENT TRANSFER	TOTAL	PAY CODE	ACCRUED	USED	AVAIL
	APPROVED on 2/17/15 @ 4:27 PM MST by Jodi Coulter-4897					
	This timecard is not yet approved by the Supervisor.					
			UNAPPROVE TIMECARD	PRINT	EMAIL	DOWNLOAD EXPORT

To edit time

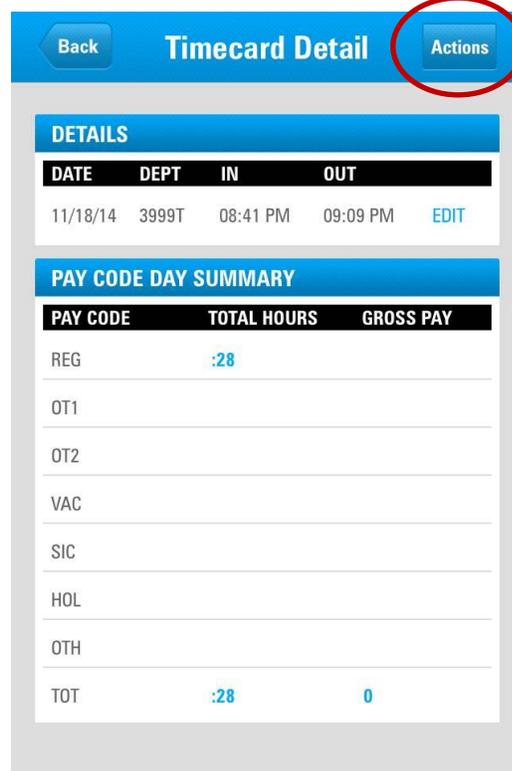


The screenshot shows the 'Timecard Detail' page. At the top, there is a blue header with 'Back' on the left and 'Actions' on the right. Below the header is a 'DETAILS' section with a table containing one row of data: 11/18/14, 3999T, 08:41 PM, 09:09 PM, and an 'EDIT' button. A red circle highlights the 'EDIT' button, with a red arrow pointing to it from the right. Below the details is a 'PAY CODE DAY SUMMARY' section with a table listing various pay codes and their corresponding hours and gross pay.

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

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

To add a punch



The screenshot shows the 'Timecard Detail' page, identical to the one above. However, in this version, the 'Actions' button in the top right corner of the blue header is circled in red, with a red arrow pointing to it from the right. The 'EDIT' button in the details table is no longer circled.

Select "Add Punch"

The screenshot shows the 'Timecard Detail' screen. At the top, there is a 'Back' button on the left and an 'Actions' button on the right. Below the header, there are two sections: 'DETAILS' and 'PAY CODE DAY SUMMARY'. The 'DETAILS' section contains a table with columns 'DATE', 'DEPT', 'IN', and 'OUT'. The 'PAY CODE DAY SUMMARY' section contains a table with columns 'PAY CODE', 'TOTAL HOURS', and 'GROSS PAY'. An 'Actions' menu is open over the 'DETAILS' section, showing options: 'Add Punch', 'Show Notes', and 'Cancel'. A red arrow points to the 'Add Punch' option.

DATE	DEPT	IN	OUT	
11/18/14	3999T	08:15 PM	-----	EDIT

PAY CODE	TOTAL HOURS	GROSS PAY
REG		0
OT1		
OT2		

Actions

- Add Punch
- Show Notes
- Cancel

Enter time and click "Add Punch"

The screenshot shows the 'Add Punch' screen. At the top, there is a 'Back' button on the left and the title 'Add Punch' on the right. Below the header, there are two tabs: 'ADD PUNCH' and 'ADD BENEFIT PUNCH'. The 'ADD PUNCH' tab is selected. Below the tabs, there is a 'PUNCH DETAILS' section with fields for 'TIME IN', 'TIME OUT', and 'NOTES'. The 'TIME IN' and 'TIME OUT' fields have 'SELECT TIME' dropdown menus. At the bottom of the screen, there is a large 'ADD PUNCH' button. A red arrow points to this button.

ADD PUNCH

ADD BENEFIT PUNCH

PUNCH DETAILS

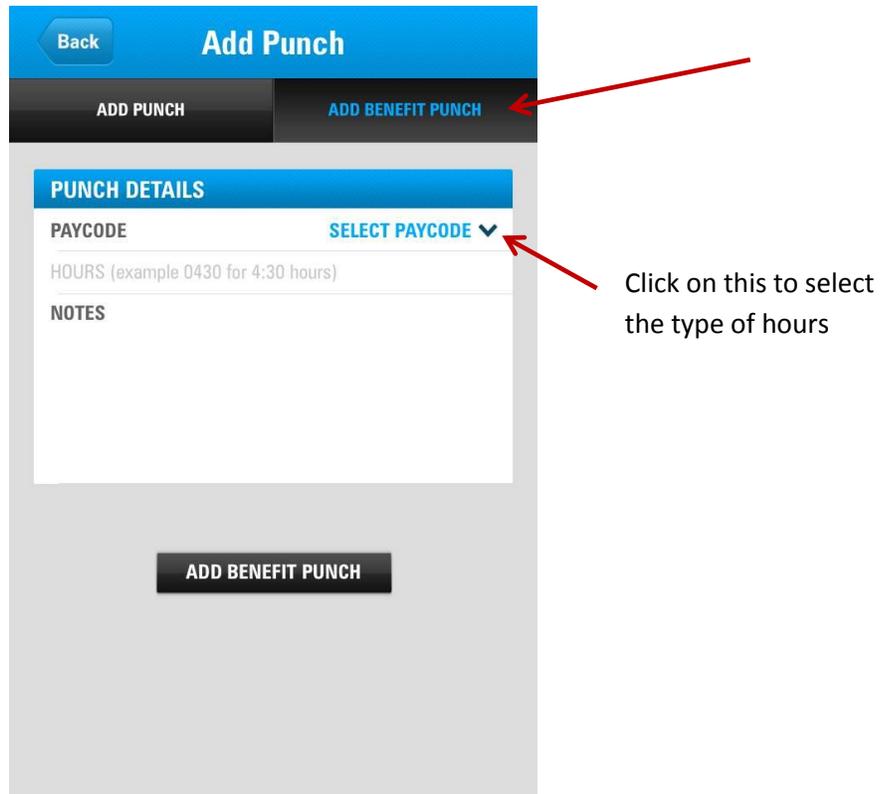
TIME IN SELECT TIME

TIME OUT SELECT TIME

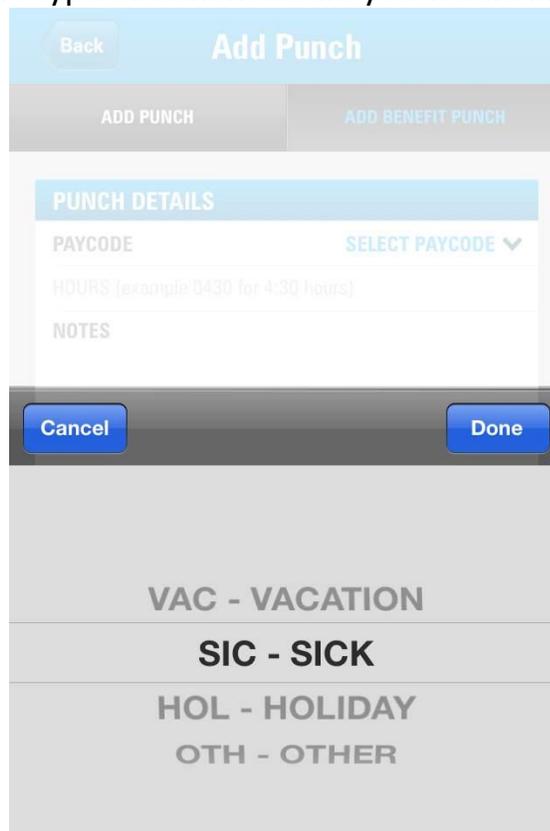
NOTES

ADD PUNCH

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



Select the type of benefit hours you would like to add.



Add the amount of hours and click “Add Benefit Punch”

To log out

