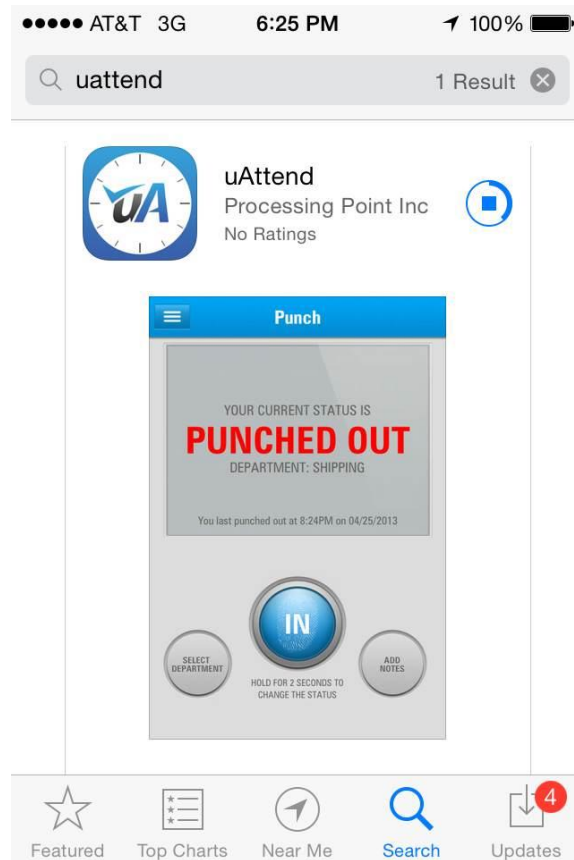
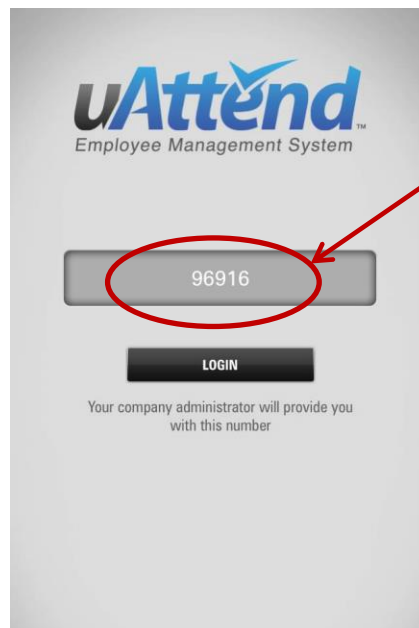


Marcar entrada and salida usando una aplicacion en un telefono inteligente

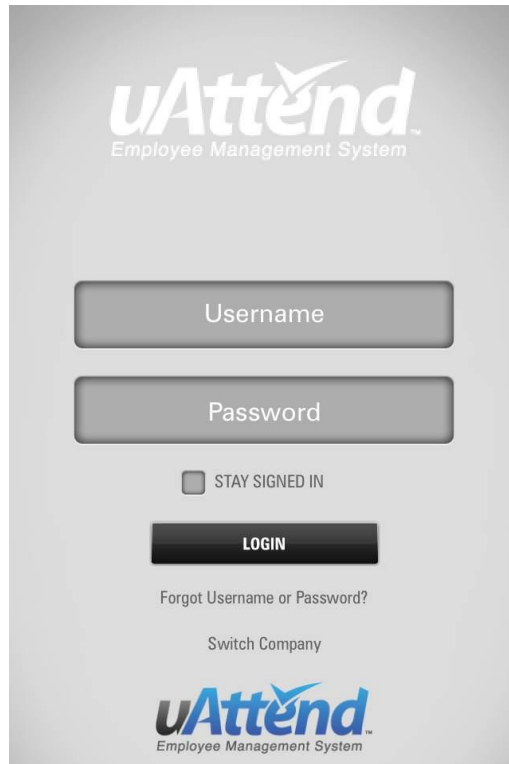
1) Bajar la aplicacion:



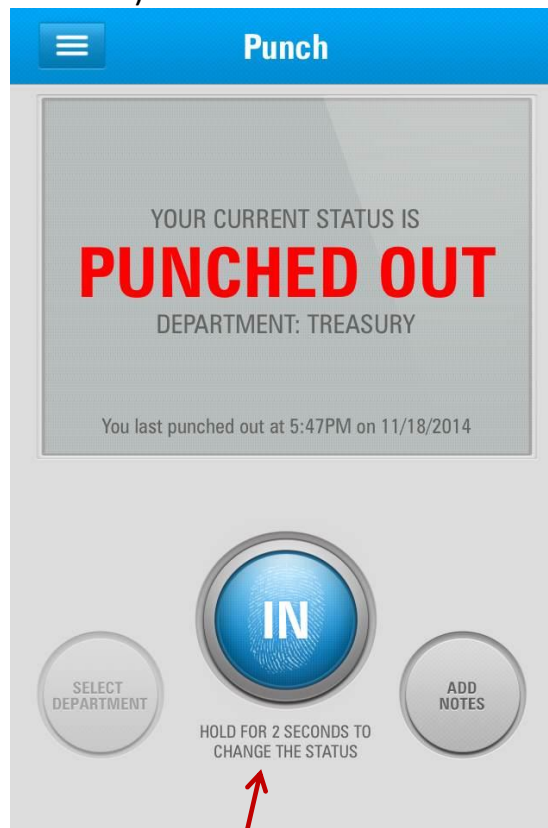
2) Abrir la aplicacion e ingresar la identificacion de la compania. Esto se hara solamente la primera vez.



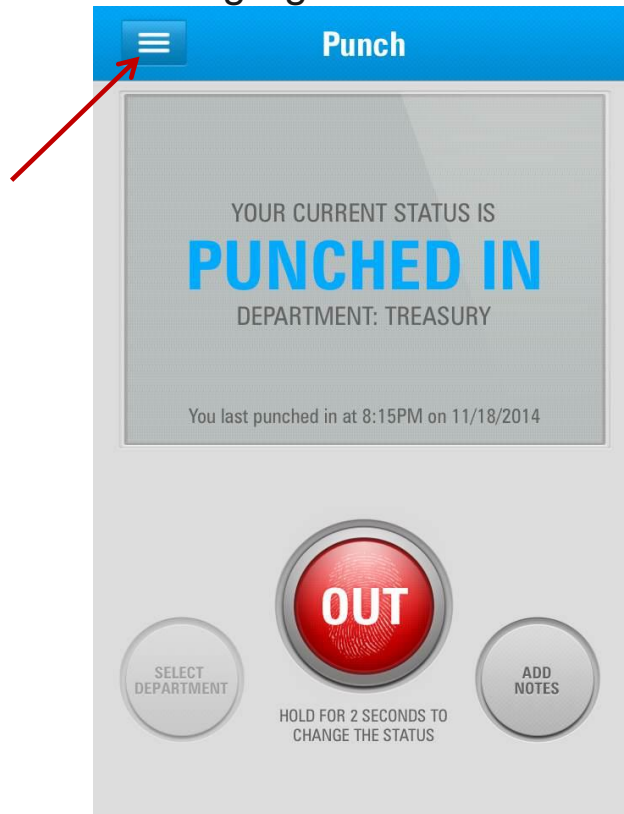
3) Inicie session en la aplicacion:



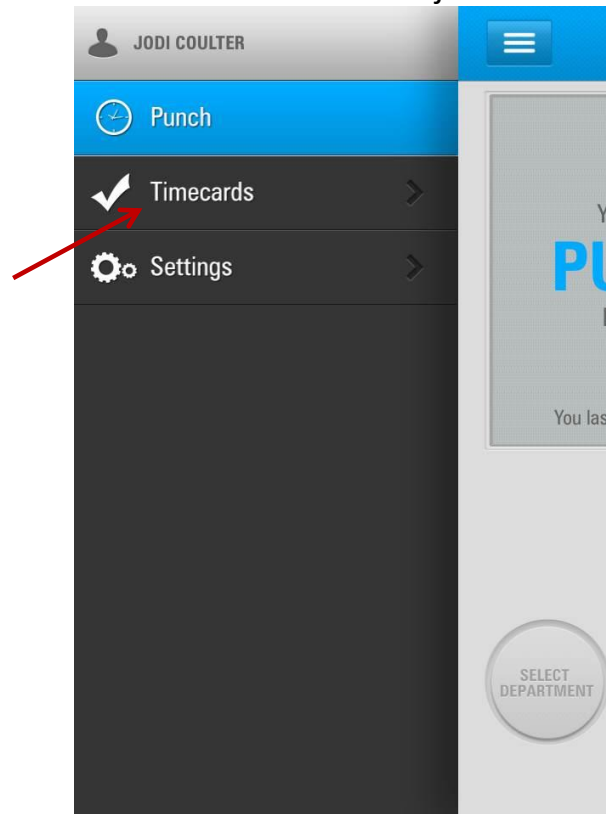
4) Marcar entrada.



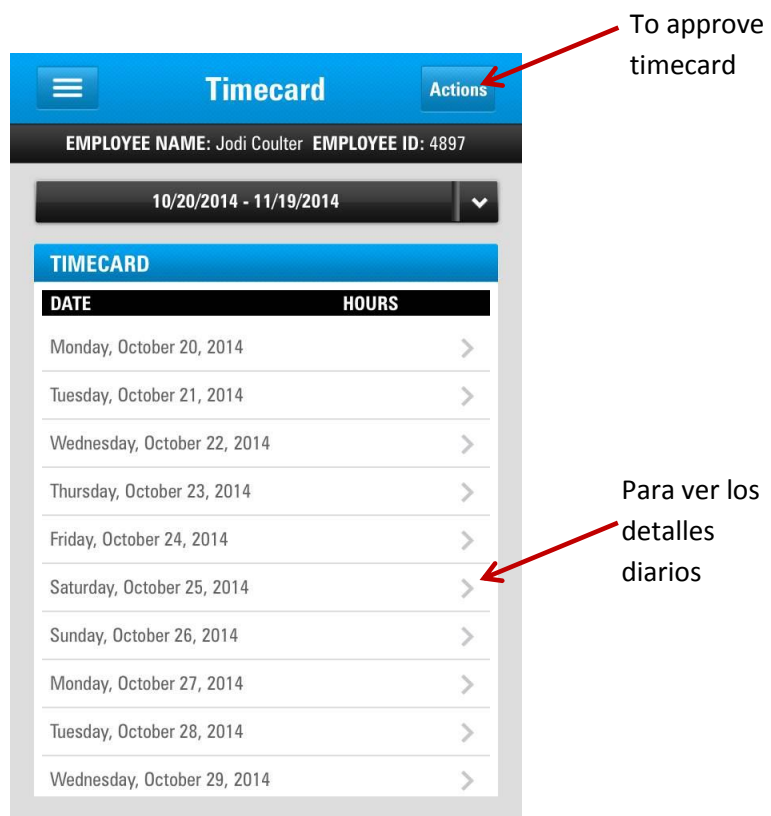
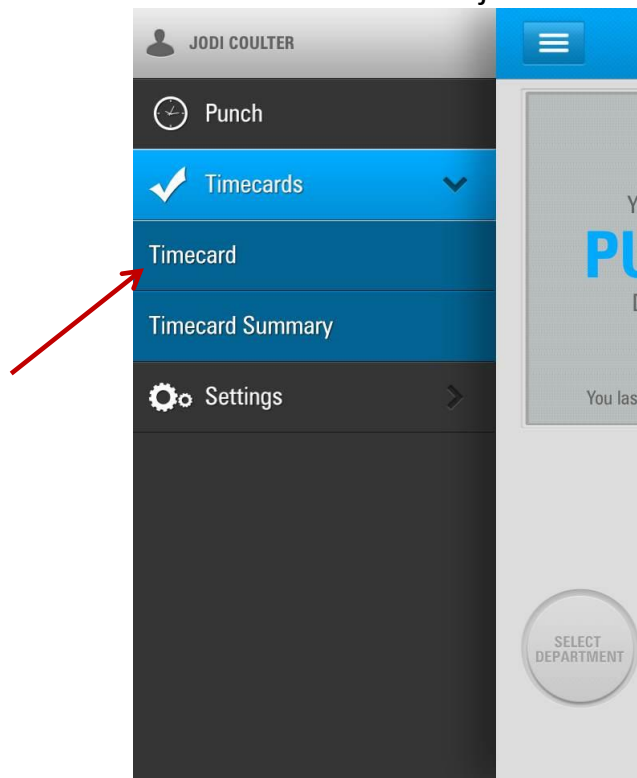
To edit or add punches or approve timecard
Marque para editar o agregar la entrada de tarjeta de tiempo



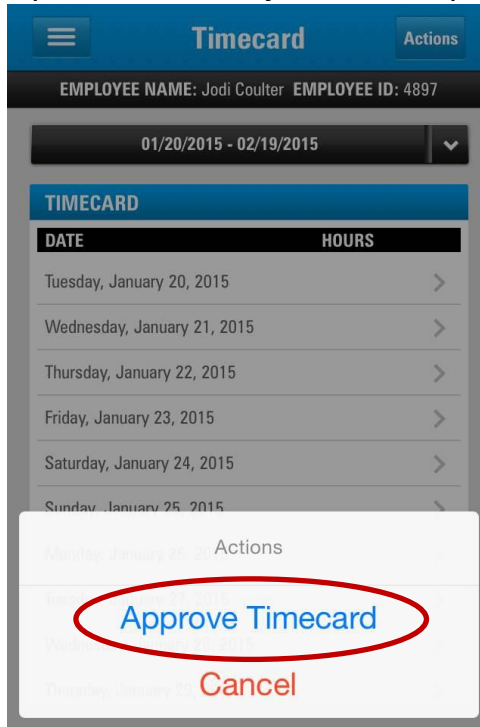
Seleccione "Timecards" Tarjetas de tiempo



Seleccione "Timecard" Tarjeta de tiempo



Aprobando la tarjeta de tiempo



Tenga en cuenta que no se puede desaprobar su tarjeta de tiempo utilizando la aplicación móvil . Usted tendrá que registrarse en el sitio web

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

Para editar tiempo

The screenshot shows the 'Timecard Detail' page. At the top, there is a blue header with 'Back' on the left, 'Timecard Detail' in the center, 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. The 'EDIT' link in the last column of this table is circled in red. Below this is a 'PAY CODE DAY SUMMARY' section with a table listing various pay codes (REG, OT1, OT2, VAC, SIC, HOL, OTH, TOT) and their corresponding total hours and gross pay. The 'EDIT' button is not visible in this version of the screenshot.

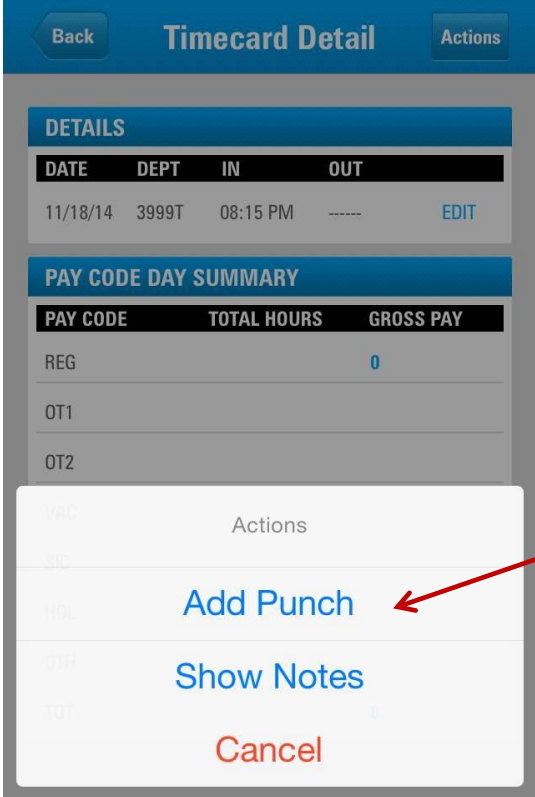
DATE	DEPT	IN	OUT	
11/18/14	3999T	08:41 PM	09:09 PM	EDIT

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

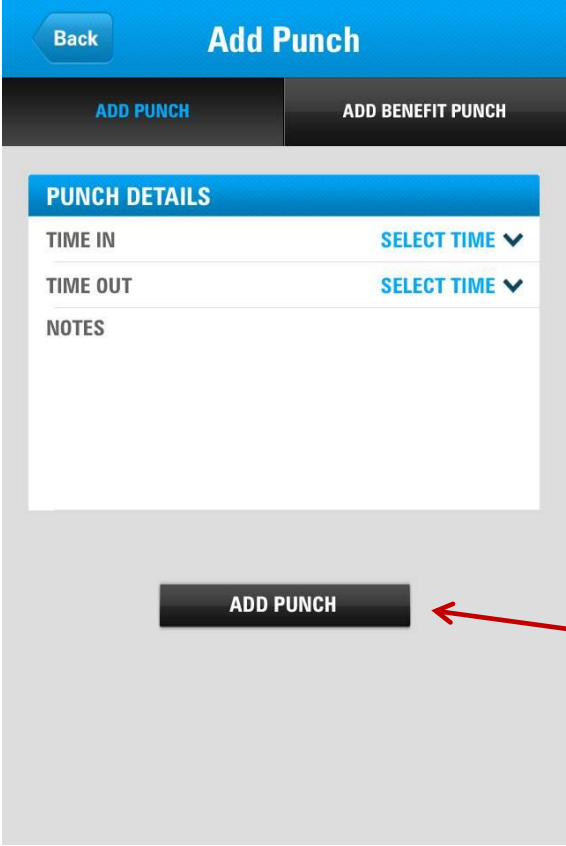
Para agregar una entrada

This screenshot is identical to the one above, but the 'Actions' button in the top right corner of the blue header is circled in red. The 'EDIT' button in the details table is no longer circled.

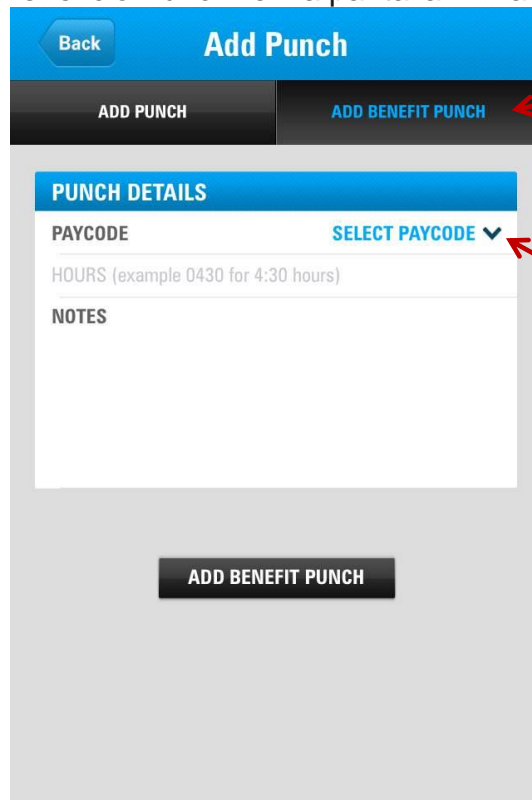
Seleccione "Add Punch" ingresar entrada



Seleccione la hora y clic "Add Punch"



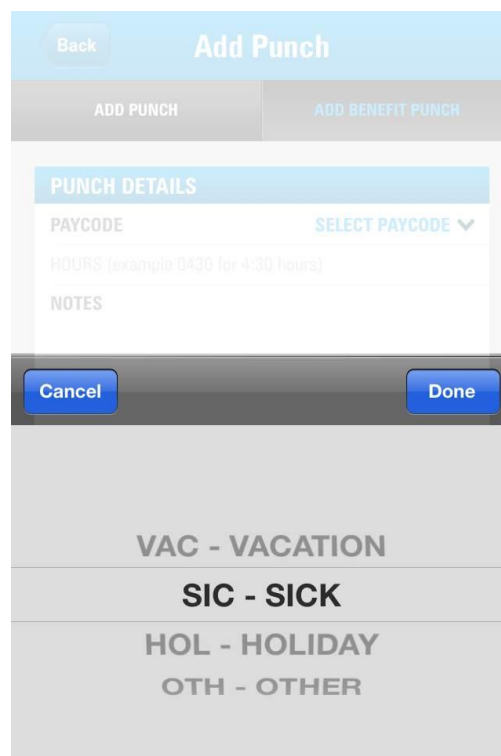
Para ingresar vacaciones , por enfermedad u horas de vacaciones , haga clic en " Añadir Beneficio Punch" en la pantalla " Añadir Punch"



Haga un clic para seleccionar las horas

Seleccione el tipo de horas de beneficios que le gustaría añadir.

Añadir la cantidad de horas y haga clic en " Añadir Beneficio Punch"



para cerrar la session

