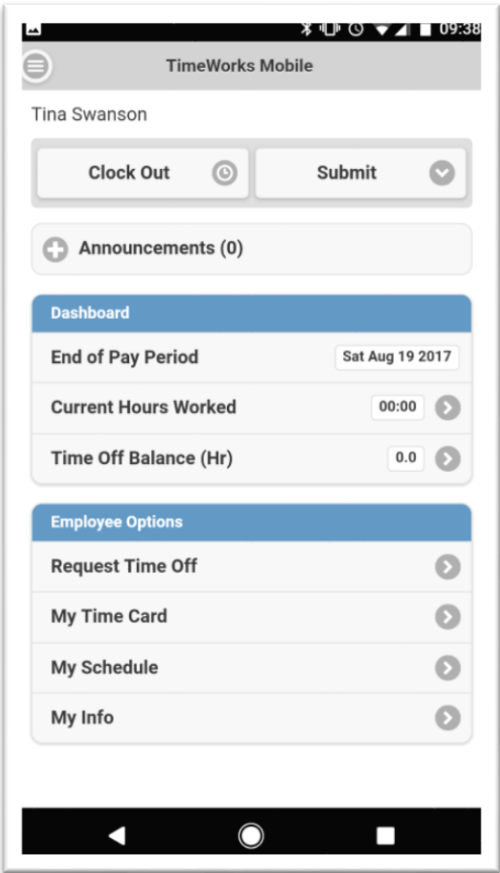


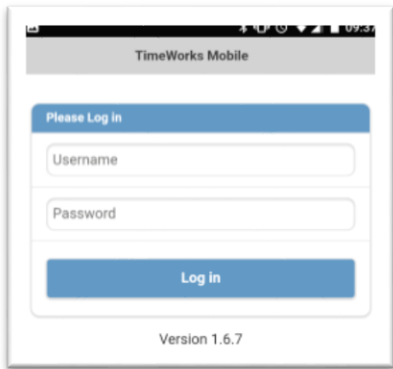
# Mobile Timekeeping App Instructions

The timekeeping mobile app provides employees and supervisors some of the key functionality of the timekeeping web application. The app can be downloaded from the Google Play and the Apple iTunes Stores by searching *TimeWorksPlus Mobile*.

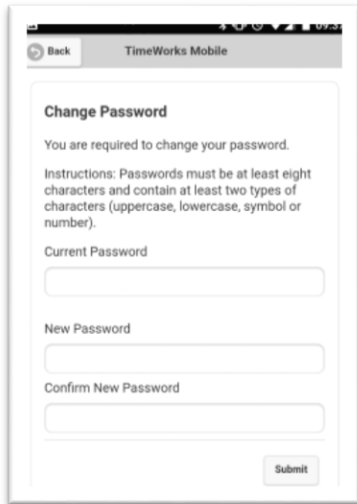
*Note, some features shown in these instructions may not apply to your employer's account.*



## Logging into the App



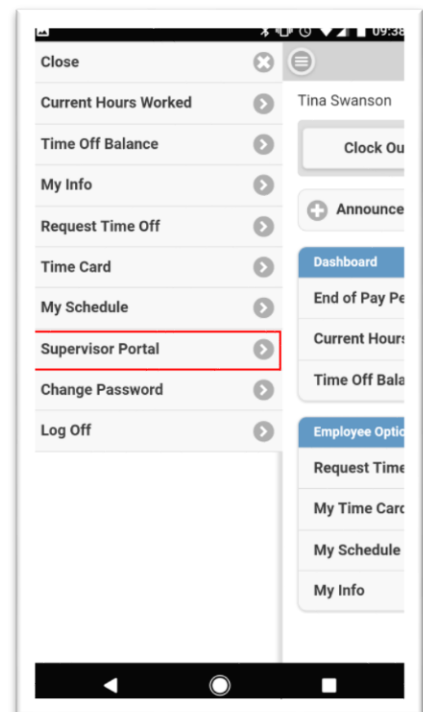
To login to the app, use the same credentials used to access your timekeeping employee portal.



If you have yet to reset your initial password, the mobile app will prompt you to change your password.

### Note for Supervisors

Supervisors need to login to the mobile app with their *employee credentials first*, then, once logged in, tap the 3-bar menu at the top left corner and select **Supervisor Portal**. This is where you login with your *supervisor* credentials.



# Using the Mobile App

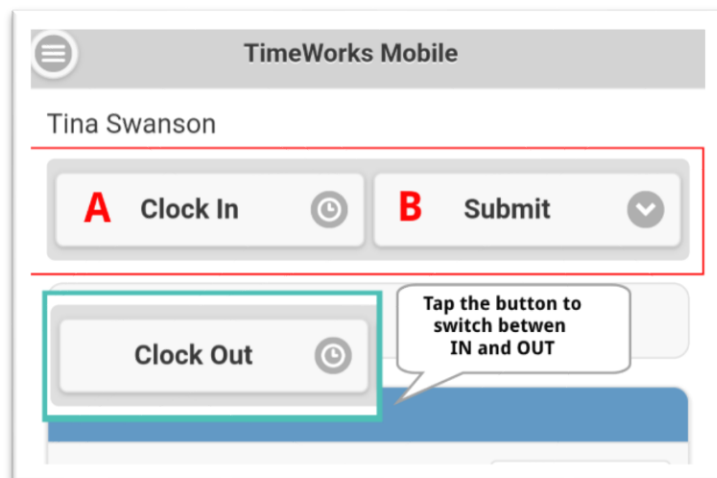
The mobile app contains the following features from the ESS:

- Mobile time clock
- Employee Bulletins
- Time card view
- The ability to approve the time card
- Schedule
- Request time off
- Check accrual balances
- Add time card notes

## Clocking In and Out

The ability to clock in and out on the mobile app will be visible as soon as the app is launched. There are two buttons used to create a punch:

- Clock In/Clock Out** toggle button is used to select the type of punch.
- Submit** is used to *make* the punch.

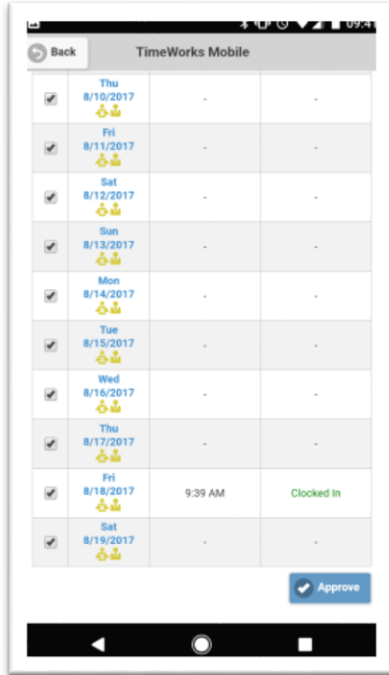


If the button displays *Clock In*, when you click *Submit*, an IN punch will be recorded.

If the button displays *Clock Out*, when you click *Submit*, an OUT punch will be recorded.

If clock prompts are being used on the account, you will be asked to answer those as well. Once finished, a confirmation message will be displayed.

## My Time Card View



Viewing the time card is done by clicking the *My Time Card* button on the mobile app. It displays the current pay period by default, but you can use buttons at the top of the screen to navigate backward and forward to other pay periods.

Clicking the date on the time card opens a page with punch details on the selected day.

## Approving the Time Card

This can be done in two ways on the mobile app:

- In a batch fashion by using the checkboxes to the left of the date column and clicking the **Approve** button.
- A single day approval by tapping the date and using the **Approve** button on the punch detail page.

## Making Time Card Notes

If you can make notes on the time card through the ESS, you also have the ability to make notes in the mobile app. To do this, tap the date on the time card, enter your note and click "Save Note".

## Other Employee Mobile App Features

**Announcements** displays any Employee Notifications made by your supervisor.

**Current Hours Worked** summarizes your total hours for the pay period. It breaks the hours down by *Regular*, *Overtime* and *Other*. *Other* includes Vacation, Sick, etc.

**Time Off Balance** displays, in hours, any accrued time as of the current date.

