

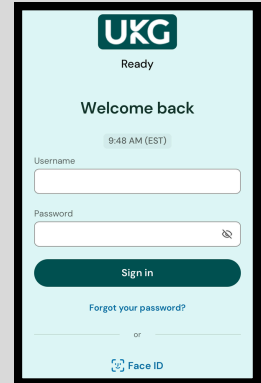
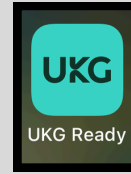


Electronic Timekeeping Clock In Using the Phone App

Follow the directions below to clock in / clock out using the phone app.

Step 1:

Open the app on your phone.

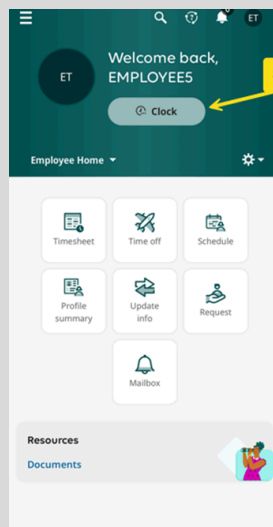


Step 2:

Log in using your user id and password.

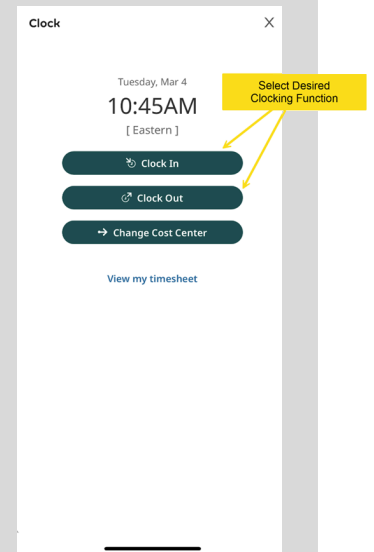
Step 3:

Select Clock to clock in / out.



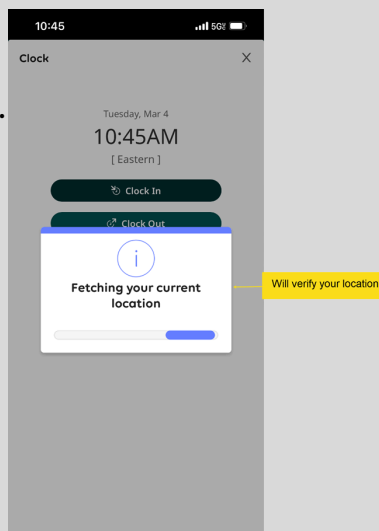
Step 4:

Select clocking function.



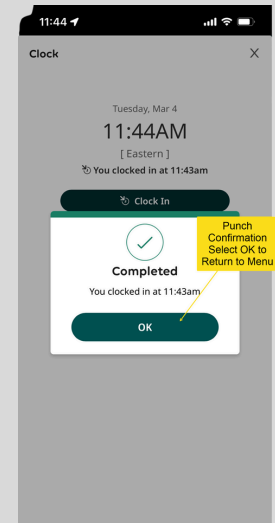
Step 5:

Verify location.



Step 6:

Success!



NOTE: If you receive an error you may be outside of the location assigned for your cost center.