TimeWorksMobile

The TimeWorks Mobile app is a timekeeping solution to help employers and employees manage time and attendance needs on-the-go. From punching employee time cards to supervisor time-off approvals, the TimeWorks Mobile portal is your mobile workforce companion. Supporting devices for TimeWorks Mobile include iPhone, iPad, Android phones and tablets. Download the app from iTunes or Google Play Store, and search for "TimeWorks Mobile."

How to Set Up TimeWorks Mobile for a Client:

Step 1. From the "Client List" select the client to work with.

Step 2. Then click on "Accountant Menu."

Step 3. From the right pane select "Client Configuration."

> **Note: Supervisors must be set up in Login Maintenance in order to see employees in the Supervisor portal.**
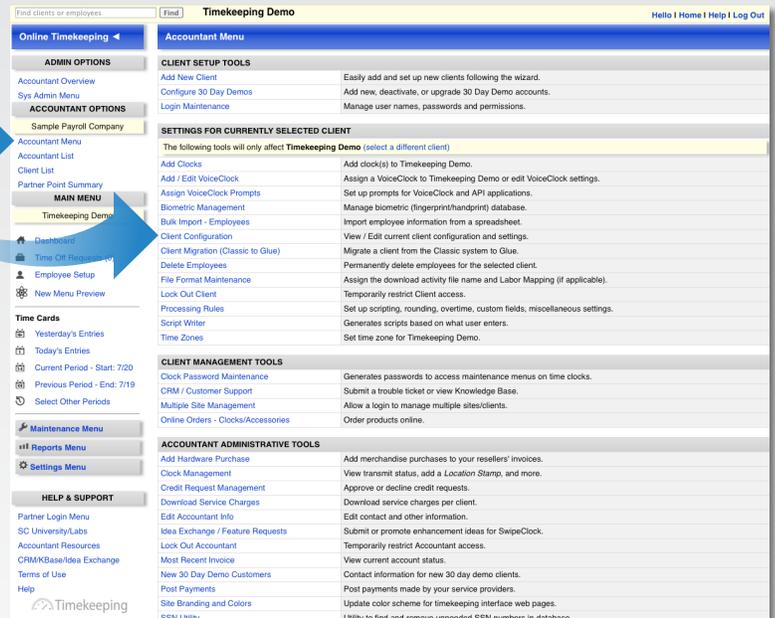
Step 4. Next, select the "Mobile" tab.

Step 5. Then check the "Enable Mobile Application Access" check-box.

Step 6. Click "Save."

> **"Enable mobile application access" grants access for a client, not individual employees. Employee access can be configured in the Employee Setup menu and provides additional options for supervisors including punching others IN/OUT.**
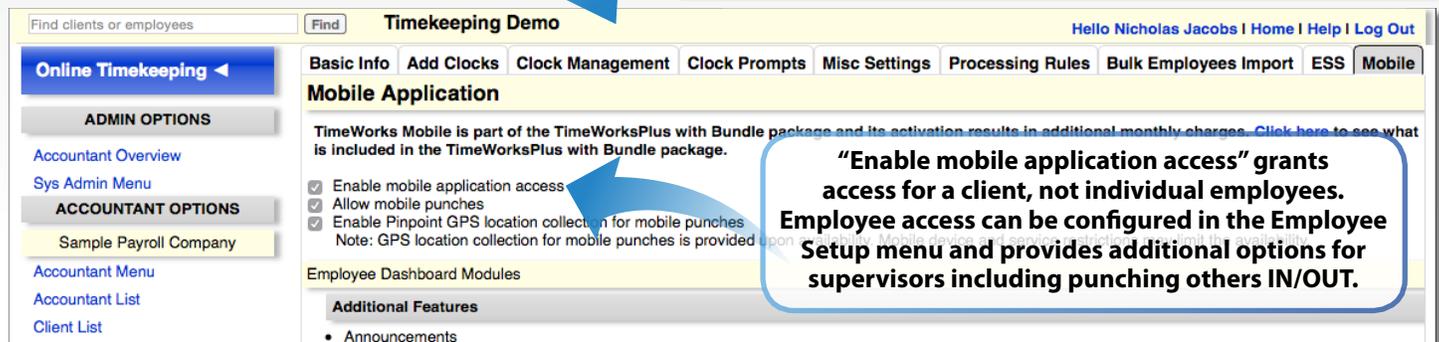
Requirements to use TimeWorks Mobile:

As an Employee:

- Must have a Login and Password. This is the same login the employee uses at the WebClock, or Employee Self-Service (ESS) Portal.
- Must have logged into the ESS Portal and updated their password at least one time. This is a validation process that must be completed BEFORE the employee can log in to TimeWorks Mobile for any reason.
- Must have TimeWorks Mobile Enabled, Mobile Punch Enabled and Enable Pinpoint GPS (if available) in their Employee Setup page.

Continued on reverse —

TimeWorksMobile

TimeWorks Mobile

What an Employee has access to:

- Clock IN or OUT with prompts
- View time card and schedule
- Request time off
- View end of the pay period date
- View the current number of hours worked by pay period
- Ability to see the number of hours that have been accrued for time off. This is available if the accrual functionality has been turned on
- Employee Announcements
- View personal profile information
- Ability to view time cards and edit punches (if enabled)
- View Pinpoint GPS location stamps on mobile punches
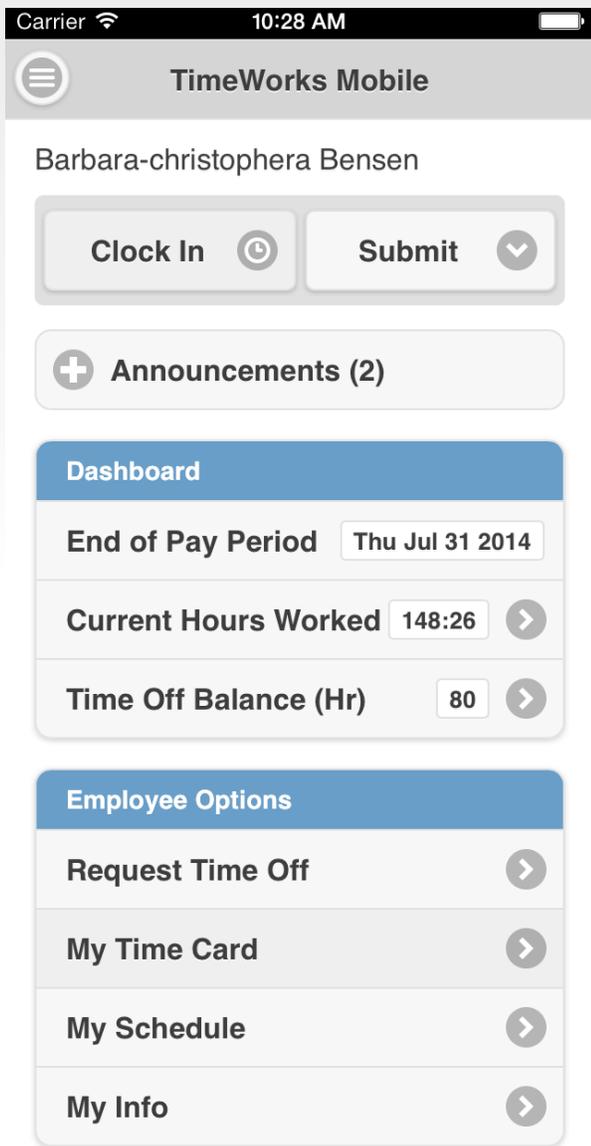
As a Supervisor:

- Complete the same steps outlined for an Employee. Once logged into TimeWorks Mobile as an employee, they will have access to the Supervisor Login portal
- Must have a supervisor-level login and password (configured in Login Maintenance) as well as an employee login (configured in Employee Setup). Logins and passwords must be different
- For a supervisor to see their employees that have clocked in there must be a start date entered in the "Employee Setup" for the employee

What a Supervisor has access to:

- See the number of employees clocked IN
- See the number of employees with approved time off today. Expand and view details for each employee with time off as well as the ability to move backwards and forwards one day at a time
- Clock group of employees IN/OUT
- See number of pending time off requests.
- Expand to see the details of each request and to enter comments and approve or reject requests
- View/approve time cards and edit punches
- Use Pinpoint GPS to capture location stamps on mobile punches

Employee app screen

Carrier 📶   10:28 AM

TimeWorks Mobile

Barbara-christophera Bensen

Clock In 🕐   **Submit** ⌄

➕ **Announcements (2)**

Dashboard

End of Pay Period	Thu Jul 31 2014
Current Hours Worked	148:26
Time Off Balance (Hr)	80

Employee Options

- Request Time Off
- My Time Card
- My Schedule
- My Info

Supervisor app screen

📶 4:19

TimeWorks Mobile

1aa Supervisor

Supervisor Dashboard

Currently Clocked In	0
Approved Time Off	0
Pending Time Off	0

Employee(s) Options

- My Employees
- Clock Employee(s) In/Out
- View/Modify Time Cards

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