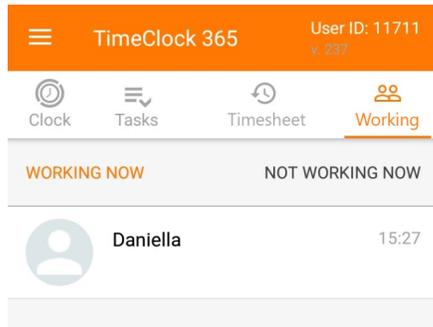


How to see who is working on mobile app:

1. Find and open Timeclock 365 app
2. Tap “who’s working”



How to see who is working on the computer:

1. [Log in to: live.timeclock365.com](https://live.timeclock365.com)
2. See who is working and who is not, on the dashboard



How to view and edit employees' reports:

Go to “Reports” -> “Attendance report”, select period and click “view”.

To add absence, mouse over the “Absence column” on the right side of the screen , tap on the row and select absence reason. No need to save, the absence will be saved automatically.

To report a part-day absence, go to “Timecard” -> click “Add absence”, select employee, uncheck “Full day” and select the date and the start/end hours.

To report manual hours or to edit hours, mouse over the “punch in” and “punch out” columns and click to edit or add time

How to approve Employee's report via "Reports" interface

Go to "Reports" -> "Attendance report", select period and click "view".

Scroll down to the bottom of the report and click "I approve this report".

After approving the report, it will be locked, and you will not be able to edit it.

If you need to edit the report or add absence, delete hours, etc, you will need to decline report first and then make the changes. After this, the employee will need to re-approve the report and only then the manager will be able to approve and lock the report.

Manager approve:

Decline report

I approve this report

How to approve Employee's report via "Approvals" interface

Go to "Approvals" screen. By default, you will see last 3 months. You can select the period and click "show". If the employee had approved his report, his name will appear on "waiting for manager approval" tab.

WAITING FOR EMPLOYEE APPROVAL

WAITING FOR MANAGER APPROVAL

APPROVED

NOT APPROVED BY EMPLOYEES

Employee

Report type

Period

Daniella

Attendance report

01.01.2020 - 17.01.2020