


How to Install the App:

1. Go to:

 **IOS:** App Store

 **Android:** Play Store

2. Search for Timeclock 365 and install the app 

How to Sign In:

Enter the username and password which were sent to you by email and tap Sign In

 Timeclock 365



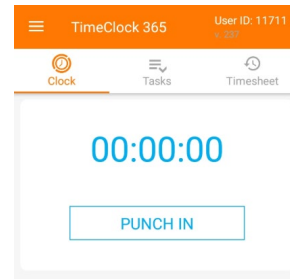




Timeclock 365 will keep you signed in, even when you are not using the app.

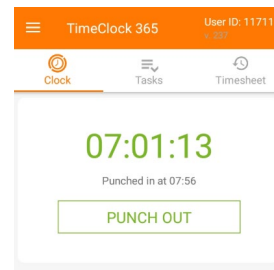
How to Clock In:

1. Find and open Timeclock 365 app
2. Tap “PUNCH IN”




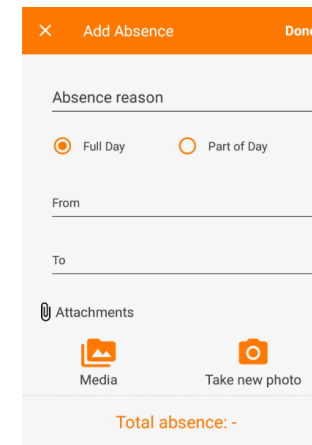
How to Clock Out:

1. Find and open Timeclock 365 app
2. Tap “PUNCH OUT”



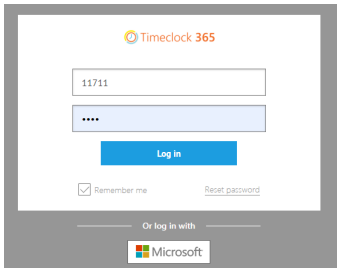
How to report absence:

1. In the bottom right corner, tap + 
2. Select Absence type, start and end dates and tap “Done”
3. To report Part of the day, tap on “Part of Day” and select start and end hour
4. To add files from your local library, tap on “Media”
5. To take a photo of the document, tap on “take new photo”



How to Sign in:

1. Open your internet browser, and enter the URL:
live.timeclock365.com
2. Enter your username and password and click Log in



How to Reset your password:

In the sign-in window click “Forgot password” and follow the steps.

How to Clock In:

Click “PUNCH IN” button on the main screen



How to Clock Out:

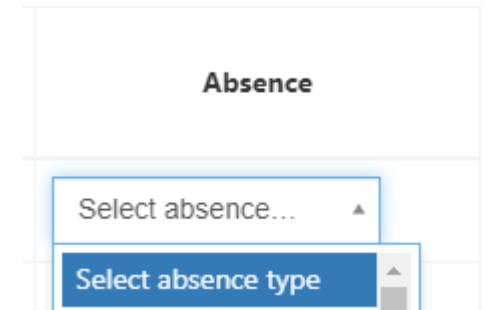
Click “PUNCH OUT” button on the main screen



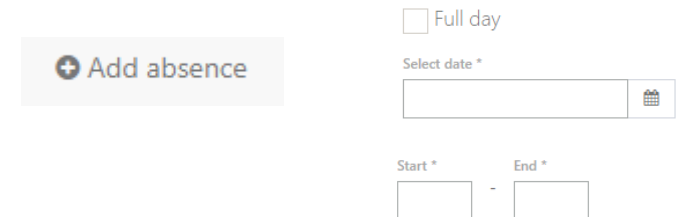
How to report absence:

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

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”, uncheck “Full day” and select the date and the start/end hours.



How to manually enter hours:

Go to “Reports” -> “Attendance report”, select period and click “view”.
Mouse over the “punch in” and “punch out” columns to edit or add time

Punch in 1	Punch out 1
08:11	17:05
08:03	16:20

How to approve Employee’s report

Go to “Reports” -> “Attendance report”, select period and click “view”.
Scroll down to the bottom of the report and click “I approve this report”.

- You will not be able to approve report if there is any “punch in” without “punch out”.
- Please complete the report and then approve it.

Employee approve:

I approve this report