**Home Screen**

**Icons**
- **Punch** – allows you to punch in and out.
- **My Timecard** – allows access to view your timecard information.
- **My Schedule** – allows access to view your schedule.
- **My Requests** – allows access to request time off.
- **My Accruals** – allows access to view your leave accrual balances.

**Refresh**
Tap the horizontal Three Dots icon to refresh the screen.
- Tap the Circle Arrow icon to refresh the screen.

**Log Off**
Tap the Door icon to log out of the system and return to the Log On screen.
- Tap the vertical Three Dots icon and select **Sign Out** to return you to the Log On Screen.

**Note:** If you are a Supervisor, scroll down to see your My Tasks menu.

**Punch In and Out**

1. Tap the **Punch** icon from the Home screen.

2. Tap **Punch** in the lower-right corner.

3. A confirmation of the punch displays including the date and time of the punch. Tap **OK**.

**Review Timecard Information**

1. Tap the **My Timecard** icon from the Home screen.

2. Tap **Current Pay Period** to change the view to **Previous Pay Period** or vice versa.

**Note:** Only the Previous Pay Period and the Current Pay Period are available for review and action.

**Dates**
Dates within the selected time period.

**Pay Code**
Leave accrual type and amount.

**Exceptions**
Exceptions track deviations from the schedule or missing time.
- a. **Excused Absence** – blue date
- b. **Unexcused Absence** – red date
- c. **Missed Punch** – solid red box
- d. **Early or Late Punch** – red punch time

**Punches**
In and out punch times for the date.

**Cumulative Hours**
Total pay period hours.

**Icons**
Pay period totals, Map (Punch location).
Transfer to a Different Job (if applicable)

1. Tap the Punch icon from the Home screen.
2. Tap the arrow icon in the Build field.

Note: If you enter the same job transfer often, you can tap the Recent field to access recent transfers.

3. Tap the arrow icon in the Job field.

Review Leave Accrual Balances

1. Tap the My Accruals icon from the Home screen.

Note: Balance totals only reflect approved leave. Pending or unapproved leave requests will not be reflected in the accrual balance total shown.

2. Leave Accrual Type
   The name of the type of leave.

3. Balance as of Date
   The effective date for the balances listed. You can change the date to see forecasted balances.

4. Balance Totals
   The total amount of hours as of the date selected.
Submit a Time Off Request

1. Tap the **My Requests** icon.

2. Tap the **Plus (+)** icon to create a new request.

3. Accept the default request type and tap the **Checkmark** icon.

4. Tap the **Type of Time off** field and select the type of time being requested. Once selected, tap **Done** then tap **Apply**.

5. Tap each field to enter the details for your time off request. Once all fields are complete, tap **Review**.
   - **Start Date** - Date time off begins
   - **End Date** - Date time off ends
   - **Duration** - Hours (default)
   - **Start Time** - Time of day time off begins
   - **Length** - Hours **per day** for time off request

6. Review the details of the request and tap **Submit** at the bottom.

Retract or Cancel a Time Off Request

1. Tap the **My Requests** icon.

2. Tap the **Submitted** or **Approved Request** you want to cancel.

3. To cancel an approved request, tap **Cancel Request** at the bottom.

4. Tap **Yes** to confirm the cancellation of your request.

Note: On the mobile app, you can cancel both approved and submitted requests.