

HOW TO: TIME & ATTENDANCE TRACKING GUIDE



CLEMCO.AV

#projection101

MOBILE APP QUICK START GUIDE

STEP ONE - DOWNLOAD APP

- Search for the TimeWorksPlus Employee app in the iTunes OR Google Play App Stores
- This Free app was created by Swipeclock LLC

STEP TWO - LOGIN & CHANGE PASSWORD

- Enter your Username which is the first letter of your first name + first letter of your last name + last 4 digits of your mobile phone number + clemco (ie for Jeremane Blackwood, enter jb1906clemco)
- Your initial TimeWorks password will be TimePW00clemco
- Click “Login”
- Click “Allow...” when asked to permit the TWP Employee app to use your location
- See page 2 for more information on how to change and personalize your settings
- Email operations@clemcoav.com if you would like your username changed to your email address

STEP THREE - CLOCK IN & OUT AND ADD EXPENSES

- To clock in, tap “Clock In”
- To clock out, tap “Clock Out”
- To enter your time and add expenses see page 2 for more info

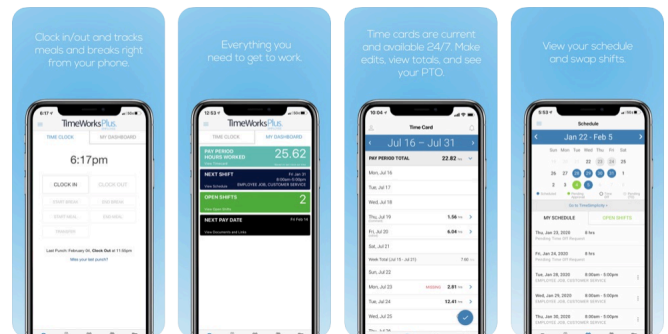
STEP FOUR - APPROVE TIME

- Upon logging in on the app, click on “Timecard” at the bottom of the app
- You can approve the whole pay period by tapping the blue check mark in the lower right-hand corner -OR- you can approve days separately by touching the date and tapping the “APPROVE” button in the lower right-hand corner



TimeWorksPlus Employee Free
Time tracking & scheduling
Swipeclock LLC
★★★★★ 2.3, 21 Ratings
Free

iPhone Screenshots



LOGIN & CHANGE PASSWORDS

- Enter your Username which is the first letter of your first name + first letter of your last name + last 4 digits of your mobile phone number + clemco (ie for Jeremane Blackwood, enter jb1906clemco)
- Enter your initial TimeWork password which is TimePW00clemco {Figure 1.1}
- Click “Login”
- To change your password, click the 3 line icon at the top left corner of the main screen {Figure 1.2}
- Click on “Profile” then Click on the stars **** and type in your current password and new Password twice {Figure 1.3 & 1.4}
- Click “Done” to save your new password.
- Email operations@clemcoav.com if you would like your username changed to your email address

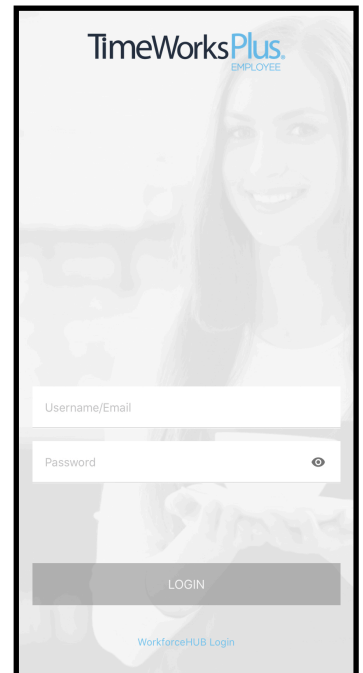


Figure 1.1

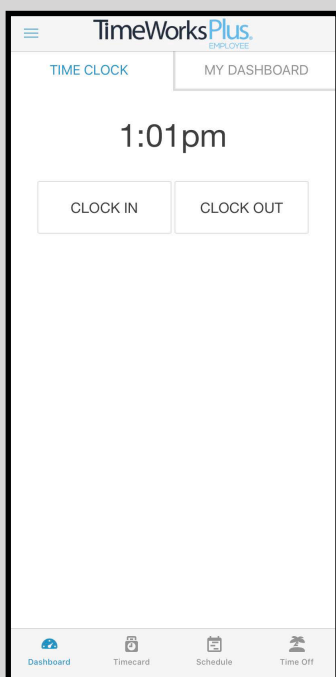


Figure 1.2

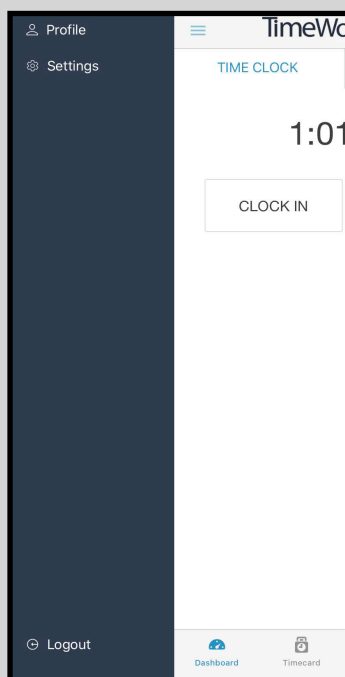


Figure 1.3

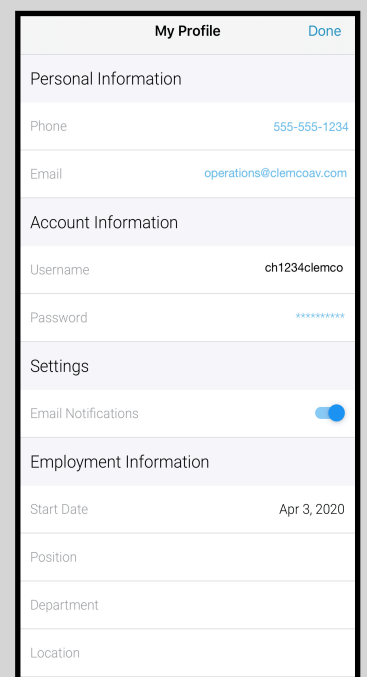


Figure 1.4

CLOCKING IN/OUT & ENTERING TIME

CLOCKING IN & OUT

- To clock in, tap “Clock In”
- To clock out, tap “Clock Out”
- This will store a real time punch {Figure 2.1}

ENTERING TIME

- To enter your own times, tap on “Timecard” at the bottom of the app {Figure 2.1}
- Select the date you would like to edit {Figure 2.2}
- Tap “+ ADD ENTRY” {Figure 2.3}
- Enter your IN and OUT times and click “COMPLETE” {Figure 2.4}



Figure 2.1

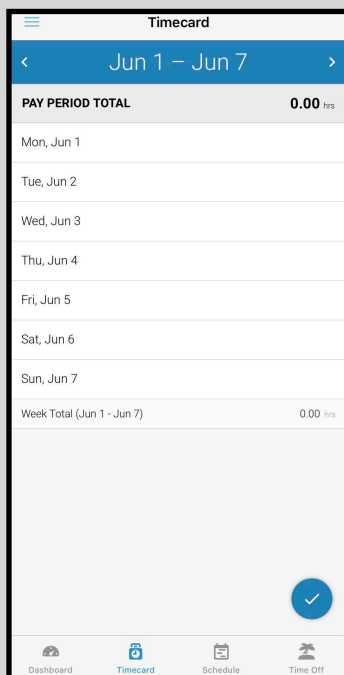


Figure 2.2



Figure 2.3

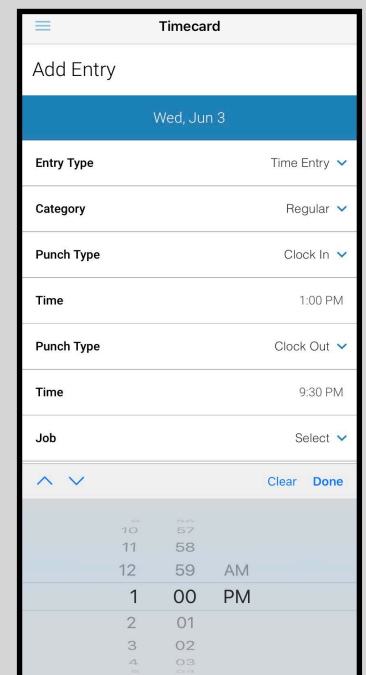


Figure 2.4

APPROVING TIME & ADDING EXPENSES

APPROVING TIME

- Upon logging in on the app, click on “Timecard” at the bottom of the app {Figure 3.1}
- You can approve the whole pay period by tapping the blue check mark in the lower right-hand corner {Figure 3.2} -OR- you can approve days separately by touching the date and tapping the “APPROVE” button in the lower right-hand corner {Figure 3.3}

ADDING EXPENSE

- In addition to adding your IN and OUT times, notification about "1hr Meal Breaks" and "Full or Half Day" is also required {Figure 3.4}
- Add any reimbursable expenses to the appropriate line item and email receipts to billing@clemcoav.com

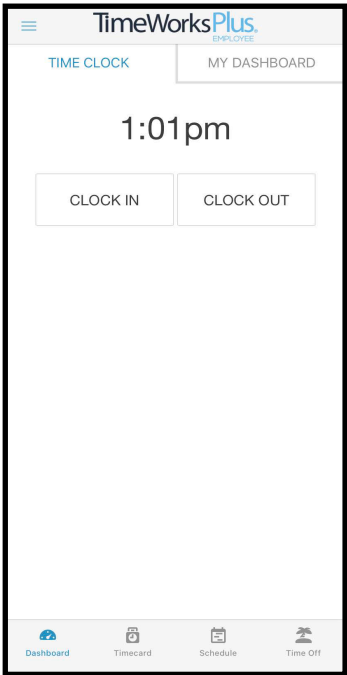


Figure 3.1

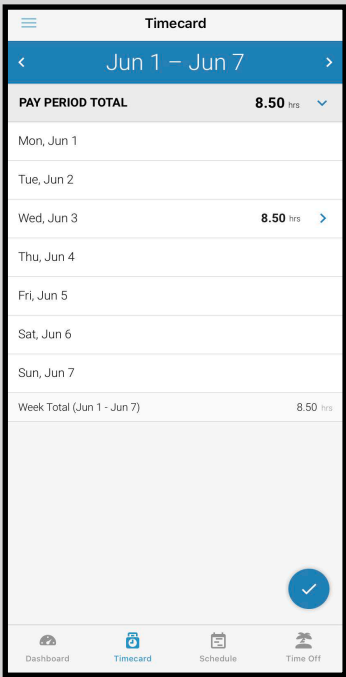


Figure 3.2

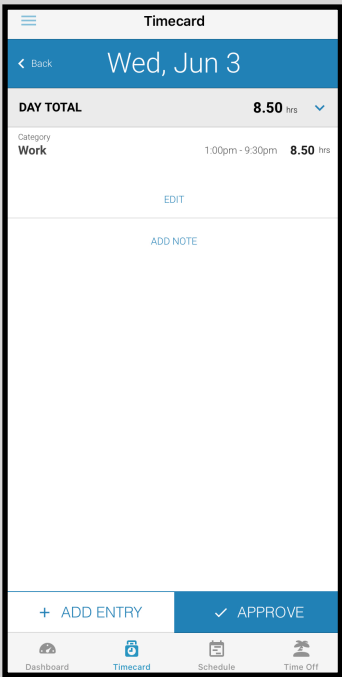


Figure 3.3

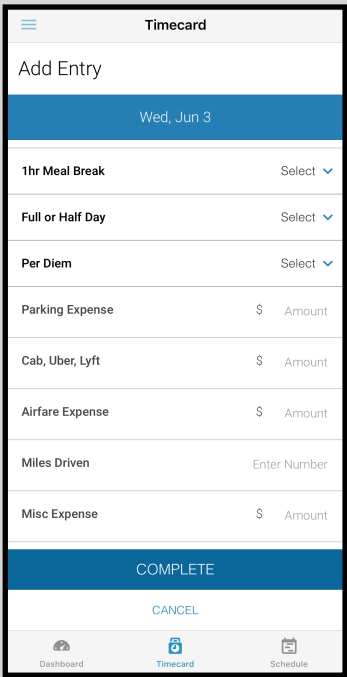


Figure 3.4

VIEWING & EDITING TIMECARDS ON THE WEB

Timecards can also be viewed in a web portal as well as on the mobile app. The same username and password used to log in to the mobile app is also used for the web portal.

The website to use is
<https://clock.payrollservers.us/#/clock/web/login>
 Then, tap the "Employee Portal" button" {Figure 4.1}

From here, you can:

- Clock In/Out (“Dashboard”)
 - View your punched times (“Timecard”)
 - Edit your timecard (“+ Add”)
- {Figure 4.2}

The image shows a dark blue background with a white login form. The form has three input fields: 'Username', 'Password', and 'Site ID (optional)'. Below these fields are two buttons: a blue 'WEBCLOCK' button and a white 'EMPLOYEE PORTAL' button with a blue border. The 'swipeclock' logo is at the bottom right of the form area.

Figure 4.1

<div> <div>Dashboard</div> <div>Time Card</div> <div>Schedule</div> </div>																		
<div> <div><</div> <div>Apr 1 - Apr 30</div> <div>></div> </div>				Options ▾														
Actions	APPROVAL			Date	Time	Category	Hours	1hr Meal Break	Full or Half Day	Per Diem	Parking Expense	Cab, Uber, Lyft	Airfare Expense	Miles Driven	Misc Expense	Client	Show ID	Event
+ ADD NOTE			✓	Wed, Apr 1														
+ ADD NOTE			✓	Thu, Apr 2														
+ ADD NOTE			✓	Fri, Apr 3														
+ ADD NOTE			✓	Sat, Apr 4														
Week Total (Sun, Mar 29 - Sat, Apr 4)										0.00 hrs								
+ ADD NOTE			✓	Sun, Apr 5														
+ ADD NOTE			✓	Mon, Apr 6														
+ ADD NOTE			✓	Tue, Apr 7														
+ ADD NOTE			✓	Wed, Apr 8														
+ ADD NOTE			✓	Thu, Apr 9														
+ ADD NOTE			✓	Fri, Apr 10														
+ ADD NOTE			✓	Sat, Apr 11														

Figure 4.2