

Clocking in & out on the mobile app

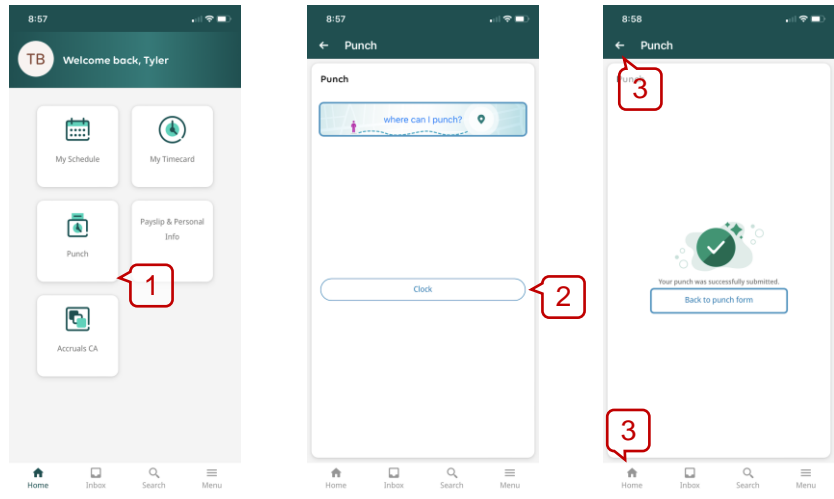
Clocking in and out

To clock **in** at the **start** of your shift:

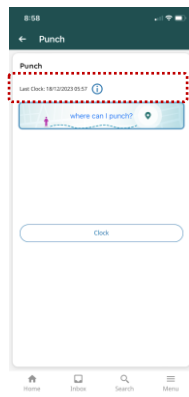
1. Tap the **Punch** home screen tile.
2. Tap **Clock** and a message will display to show that you've successfully clocked in.

Note: Refer to [Rejected punches](#) if unsuccessful.

3. Tap the **back arrow** or **Home** to navigate throughout the app.



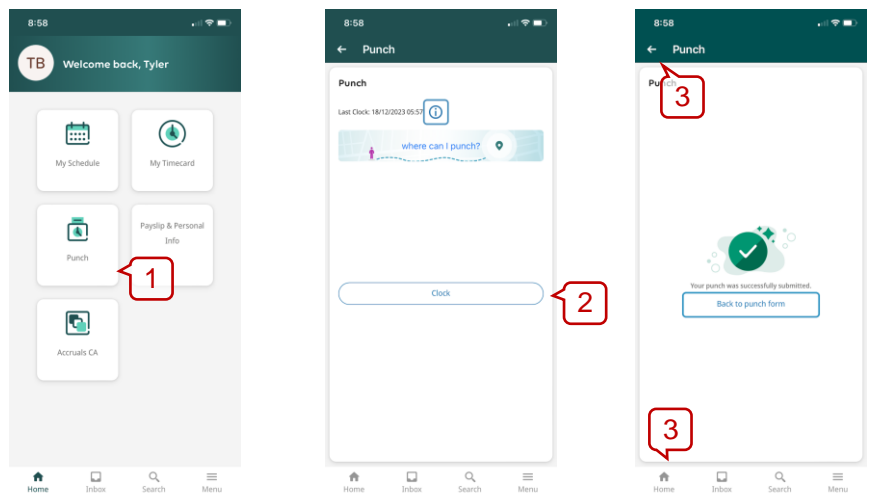
Note: You will see a successful punch message and the date and time you last punched. **Do not** select **Clock** again or this will clock you back **out**.



To clock **out** at the **end** of your shift:

1. Tap the **Punch** home screen tile.
2. Tap **Clock**.
The app will display a message to show that you've successfully clocked out.
3. Tap the **back arrow** or **Home** to navigate throughout the app.

Note: You will see a successful punch message same as above.



Note: if you receive a notification that your punch is rejected, disable the geolocation feature in the setting of your personal device.