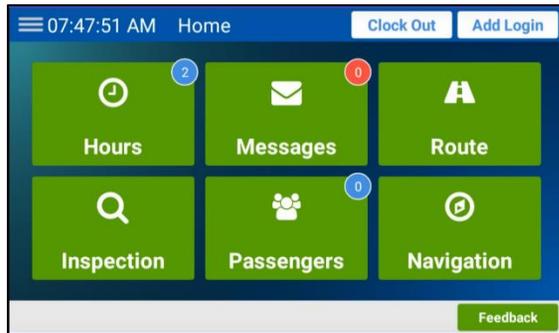
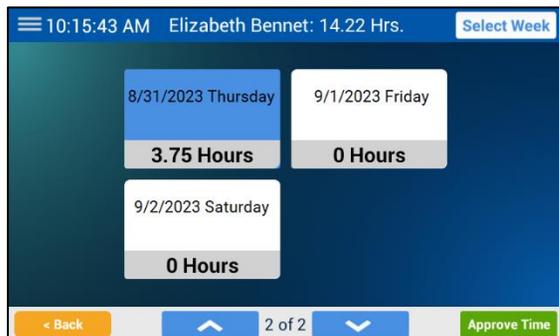


VIEWING HOURS WORKED: 1.) On the Home screen, tap Hours. (**NOTE:** You can access the Home screen by tapping  and then Home.)

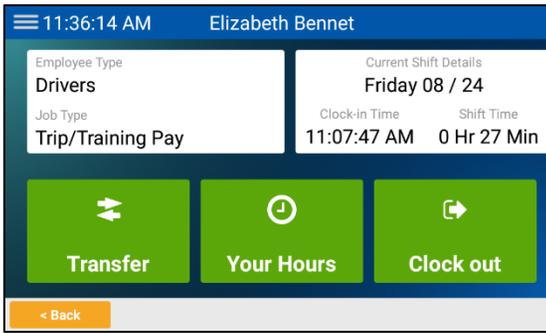


The Hours screen, with your name in the title bar, will appear. (If two employees are logged in, tap your name first.)

The current day of the week will be highlighted in blue.
5.) Check Thursday through Saturday’s hours.

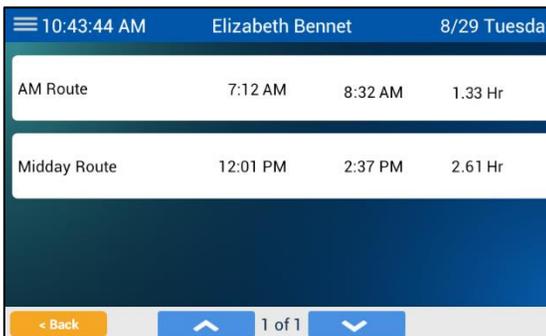


2.) Tap Your Hours.

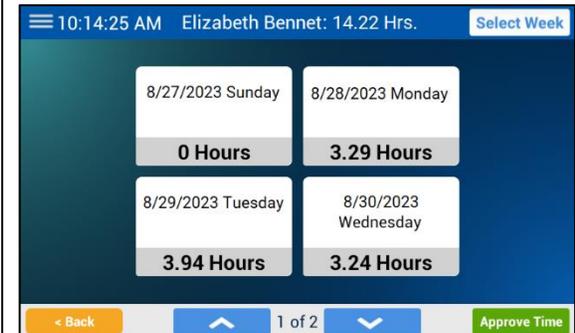


A dialog box will appear while the data is being verified, and then the hours you worked this week will be displayed.

6.) Tap a day to see its specific job types and hours.



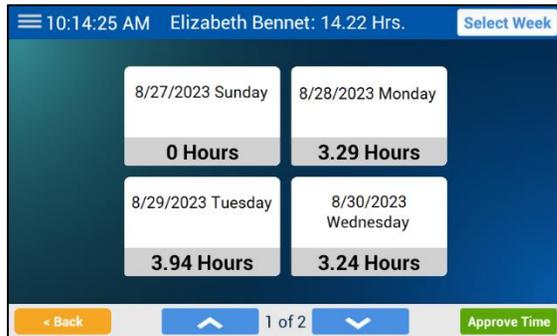
3.) Review Sunday through Wednesday’s hours (or Monday through Thursday, if that’s how your work week is set up).



4.) Tap the down arrow to see Thursday through Saturday (or Friday through Sunday).

VIEWING HOURS FROM A PREVIOUS WEEK:

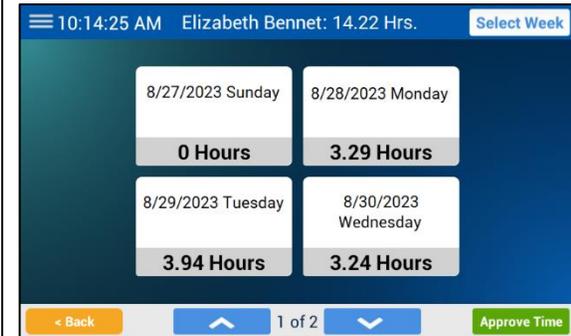
1.) Perform steps 1 and 2 in the preceding section.



2.) Tap Select Week at the top right. A date picker will appear.

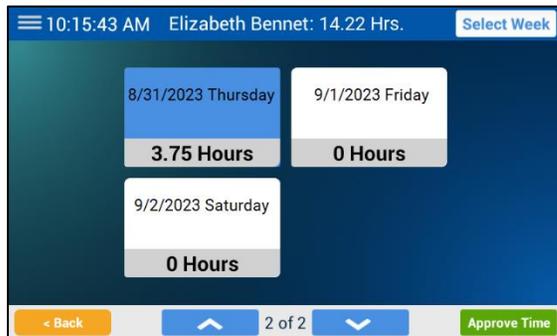


Your hours from that week will appear.



3.) Select a day in the week you need to view.

APPROVING YOUR TIME: 1.) After verifying your hours, tap Approve Time at the bottom right.



The Approve Time dialog box will appear.

2.) Tap Yes.

