
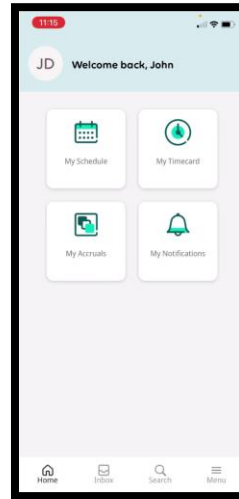


Home Page

This will be the first screen you see when you log into the mobile app, and after navigating, you can return to this screen using the  Home icon on the bottom of the screen.

Note: Depending on your role in the system, the shortcuts shown on your Home Page can be different than what is shown in the screenshot.

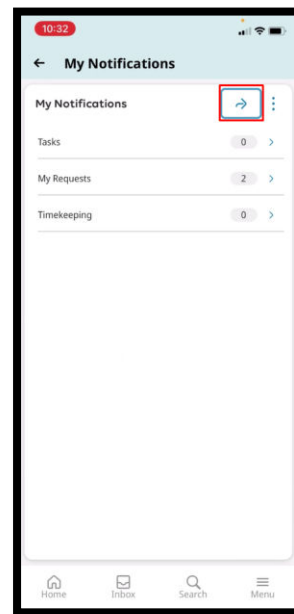
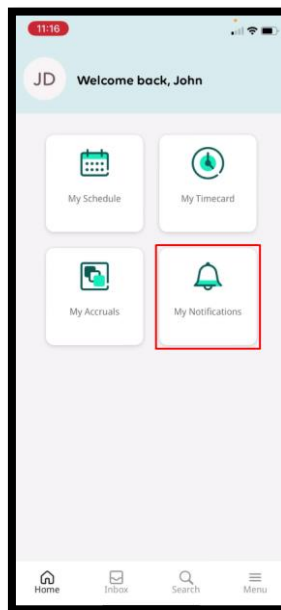


Control Center

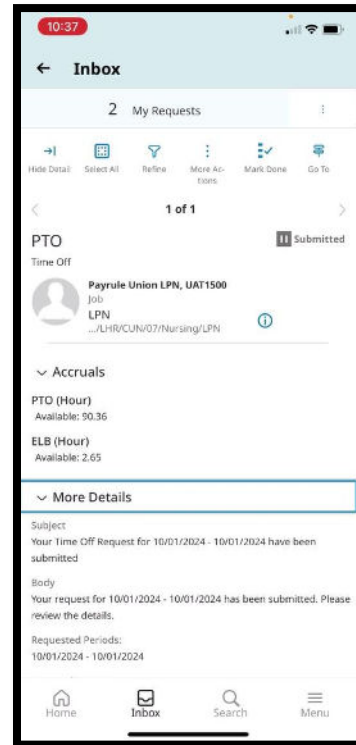
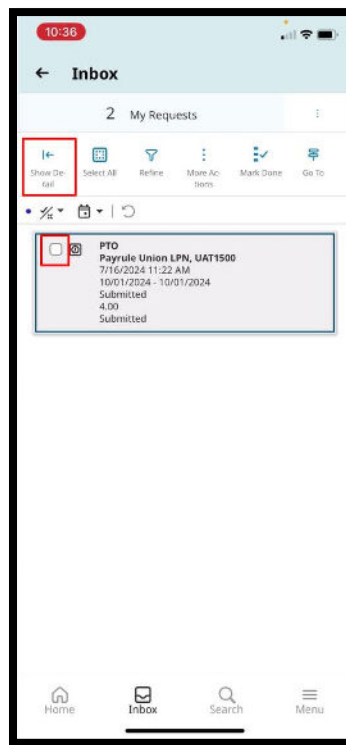
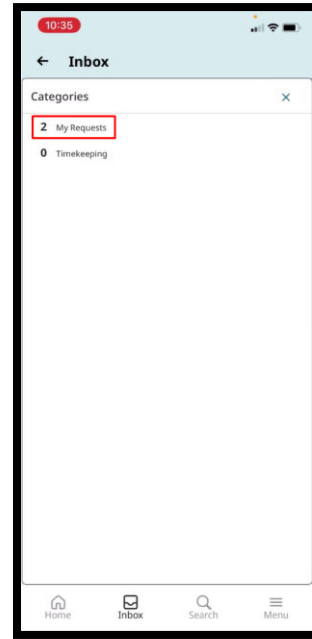
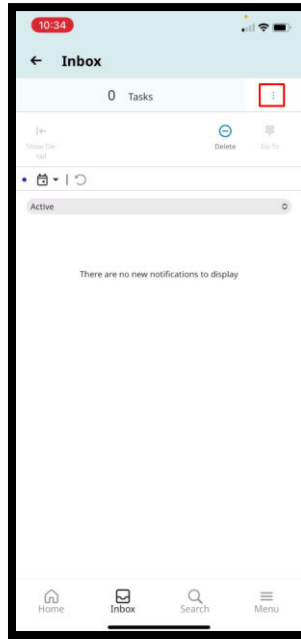
You can enter the Control Center using the **My Notifications** shortcut, then selecting the navigation arrow.

You could also use the **Inbox** icon at the bottom of the screen (then select **View All**).

The Control Center allows you to view and take action on notifications.



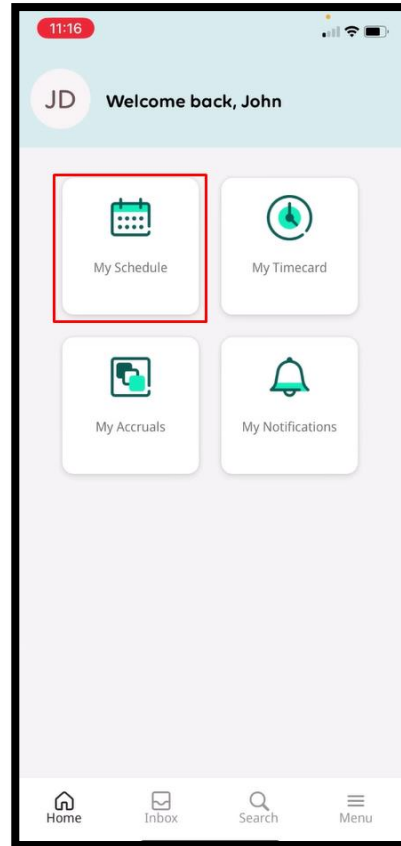
To navigate to different categories of notifications, you can use the following icon:



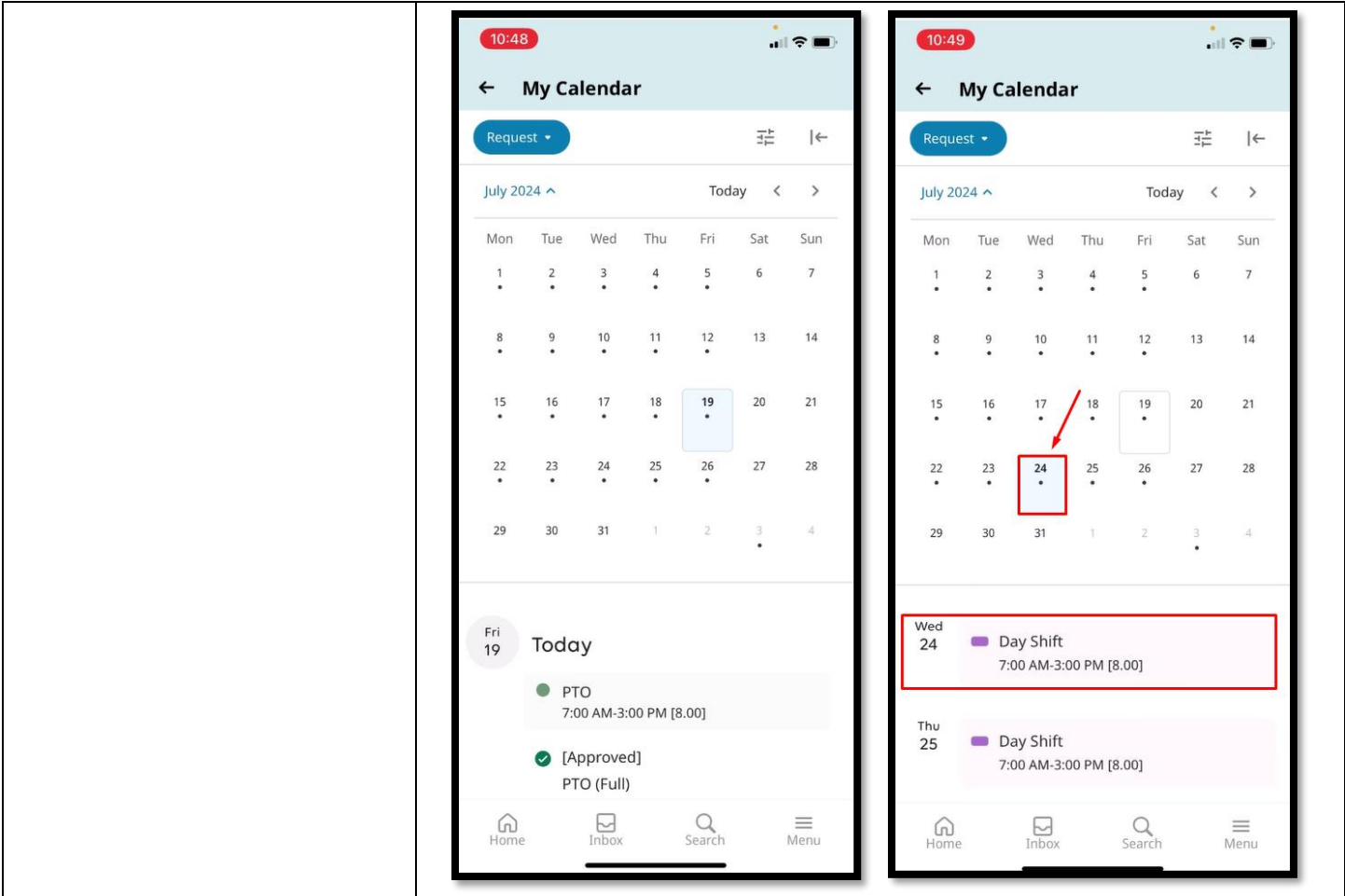
To see further details of a request, select the box next to the request and click on **Show Detail**.

## Schedule / Calendar

You can enter your Schedule/Calendar using the **My Schedule** shortcut.



To see details on a specific date, simply select the date on the calendar and view the details below.



10:48

### My Calendar

Request ▾

July 2024 ^ Today < >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Fri 19 Today

- PTO  
7:00 AM-3:00 PM [8.00]
- [Approved]  
PTO (Full)

Home Inbox Search Menu

10:49

### My Calendar

Request ▾

July 2024 ^ Today < >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Wed 24

- Day Shift  
7:00 AM-3:00 PM [8.00]

Thu 25

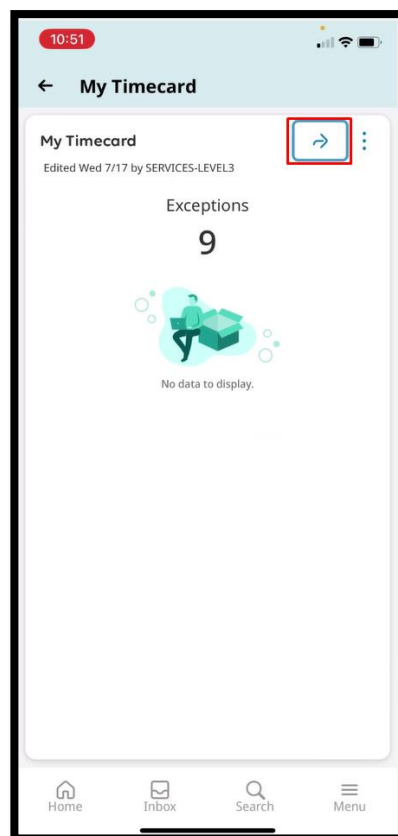
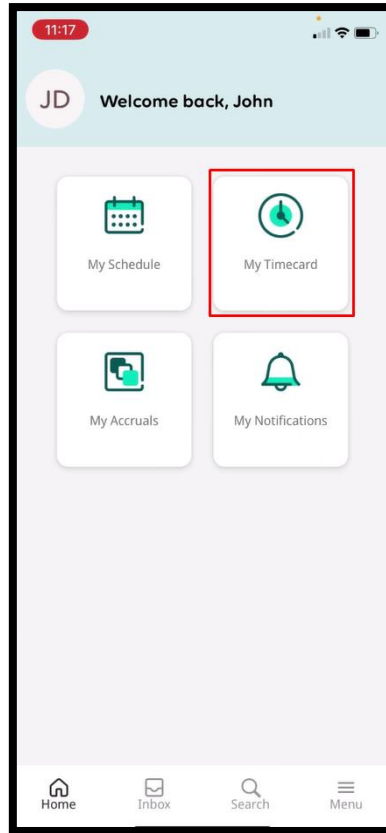
- Day Shift  
7:00 AM-3:00 PM [8.00]

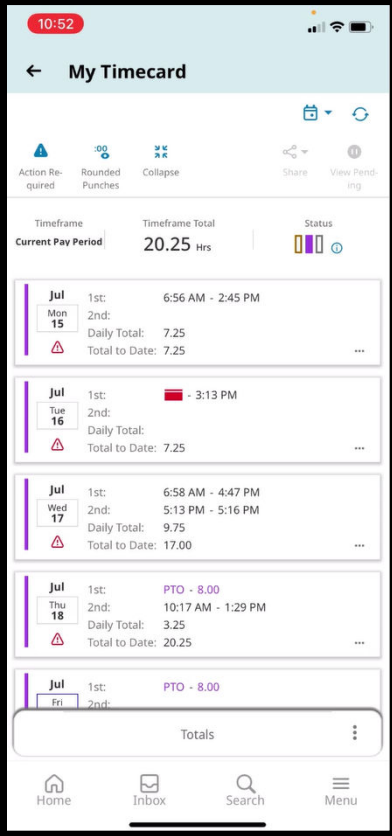
Home Inbox Search Menu

## Timecard

You can enter your Timecard using the **My Timecard** shortcut.

Employees who clock in and out will see their actual punches displayed on the timecard; Exempt employees will see constant hours, based on their assigned schedule.





**10:52**

**My Timecard**

Action Re-quired
Rounded Punches
Collapse
Share
View Pending

Timeframe: **Current Pay Period** | Timeframe Total: **20.25 Hrs** | Status:

Date	1st	2nd	Daily Total	Total to Date
Jul Mon 15	6:56 AM - 2:45 PM		7.25	7.25
Jul Tue 16	3:13 PM			7.25
Jul Wed 17	6:58 AM - 4:47 PM	5:13 PM - 5:16 PM	9.75	17.00
Jul Thu 18	PTO - 8.00	10:17 AM - 1:29 PM	3.25	20.25
Jul Fri	PTO - 8.00			

Totals

Home
Inbox
Search
Menu

## Accruals

Accrual balance information can be found on the Accruals tab located in your timecard. To navigate, use the following icon:

