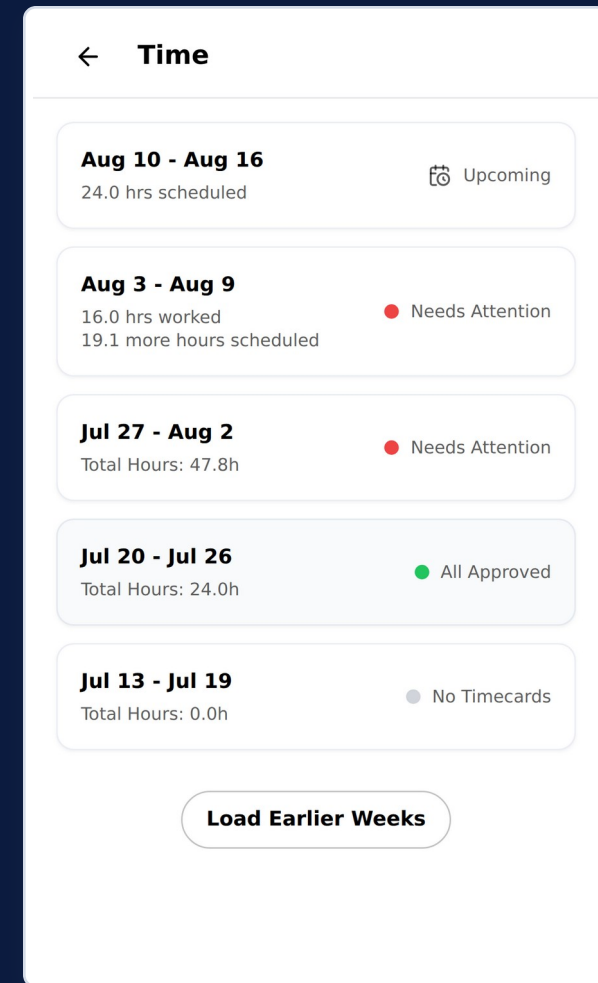


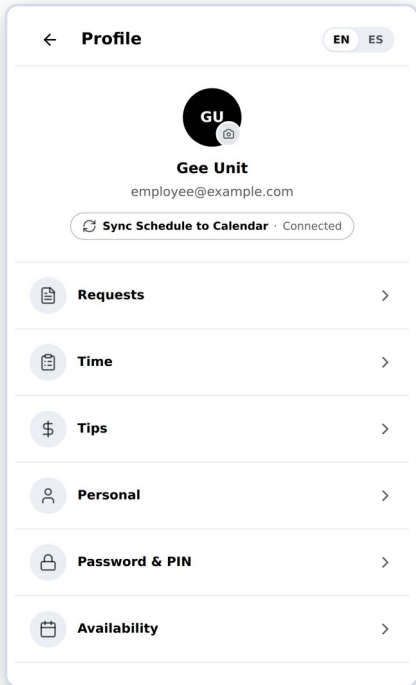
Checking your time cards

See the hours recorded for every shift you've worked, week by week, and check them before they reach payroll.

Mobile app · Time

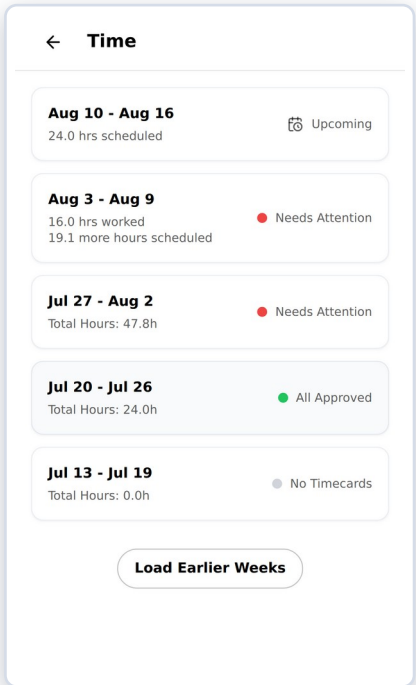


From your week to a single day



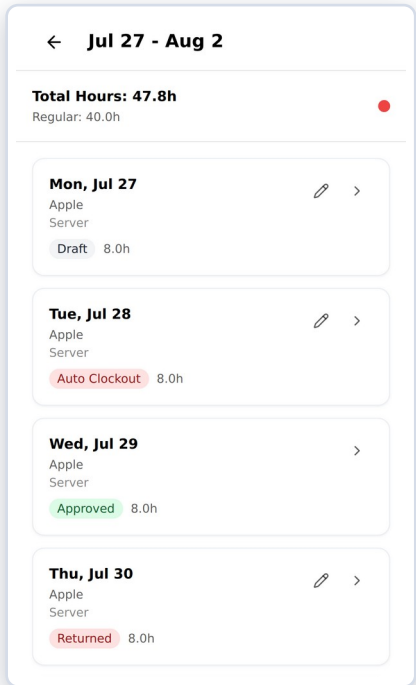
1. Open your Profile

Tap your initials in the top right of any tab, then tap Time.



2. Your weeks, listed

Every week is a card: hours worked, hours still scheduled, and whether anything needs your attention.



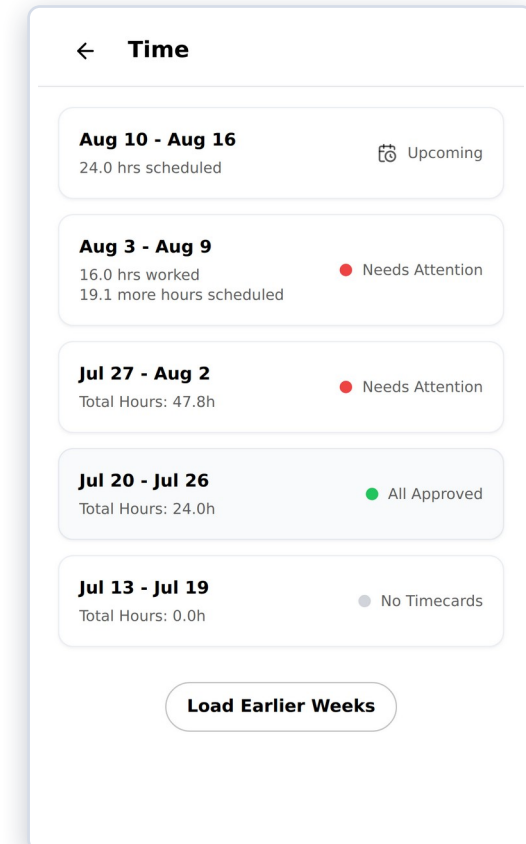
3. Tap a week to open it

Each day shows the location, the role, the hours, and the status of that day's time card.

What the labels mean

- 1 Needs Attention**
 Something is waiting on you — usually a card your manager sent back, or a shift with no clock-out. Open the week and deal with it.
- 2 Pending Approval**
 You've submitted it and your manager hasn't signed it off yet. Nothing for you to do.
- 3 All Approved**
 Signed off and on its way to payroll.
- 4 Upcoming, and No Timecards**
 A week you haven't worked yet, and a week with nothing recorded against it at all.

If the hours look wrong: open the day, tap the edit icon and ask for a change — before payday, since a card that has been paid can only be adjusted on a later run.



Each week carries its own label