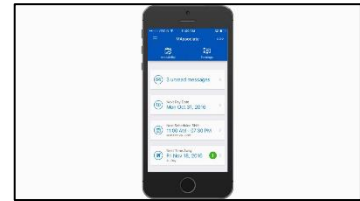

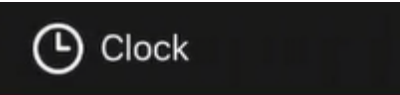






# Using the Mobile APP



Clocking in for work

## Procedure

Step	Action
1.	<p>Go to the Clock to punch in for your shift. Begin by opening the Clock from the Navigation Menu. Tap the <b>Navigation Menu</b></p> 
2.	<p>Tap <b>Clock</b>.</p> 
3.	<p>Punch in for your shift You're currently clocked off, so go ahead and punch in. Tap <b>Punch In</b>.</p> 
4.	<p>You're now punched in. You now only have the ability to punch out or start your meal.</p>
5.	<p>Take meal break - Tap <b>Meal Start</b></p> 
6.	<p>End meal break Forgetting to end a meal can prevent you from punching out at the end of the day and can cause inaccurate timesheet reporting. Tap <b>Meal End</b></p> 
7.	<p>End your shift Tap <b>Punch Out</b></p> 
8.	<p>You've successfully performed all of your punches! Your completed shift is now accurately recorded and reported. This data is automatically stored in your Dayforce timesheet and there's nothing else you need to do!</p>
9.	<p><b>End of Procedure.</b></p>