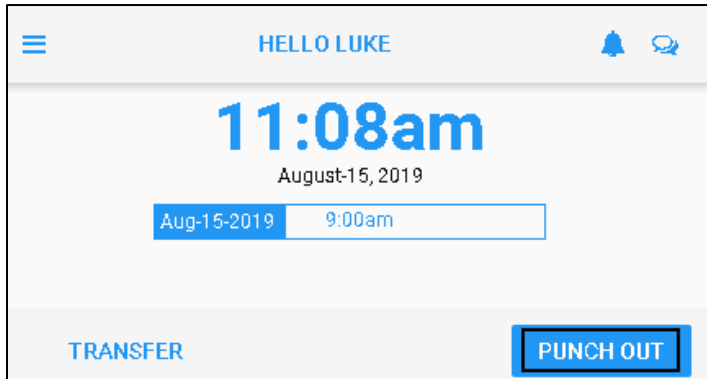


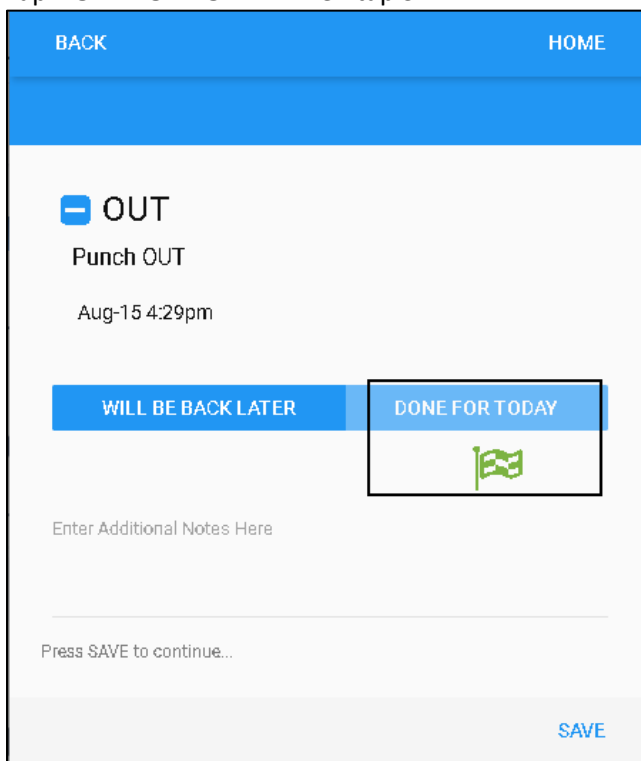
When employees punch out, they may be required to attest their work condition after their shifts based on your company policy.

To punch Out with work condition attestation:

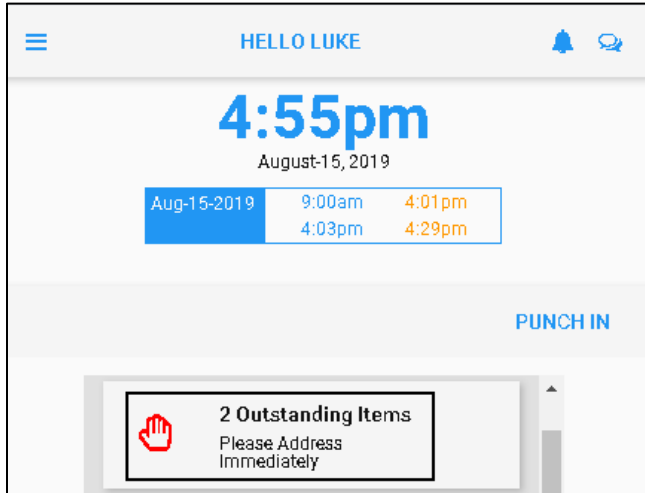
1. Tap **PUNCH OUT** on the home screen.



2. Tap **DONE FOR TODAY**. Then tap **SAVE**.



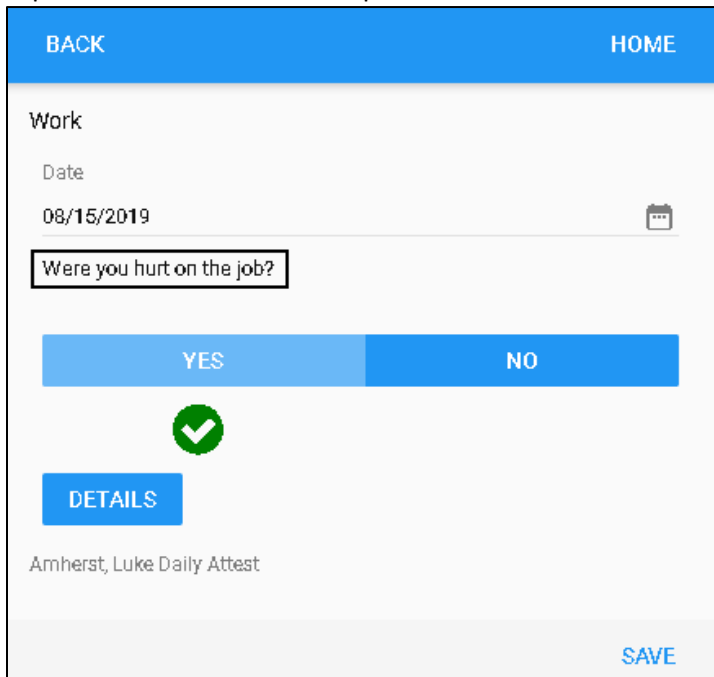
- The employee receives a Daily Attest notification in the number of outstanding items displayed on the Home screen. Tap the **Outstanding Items** tile.



- Tap **Daily Attest** tile.



- Tap **YES** or **NO** to answer the question about the work conditions of their completed shift.



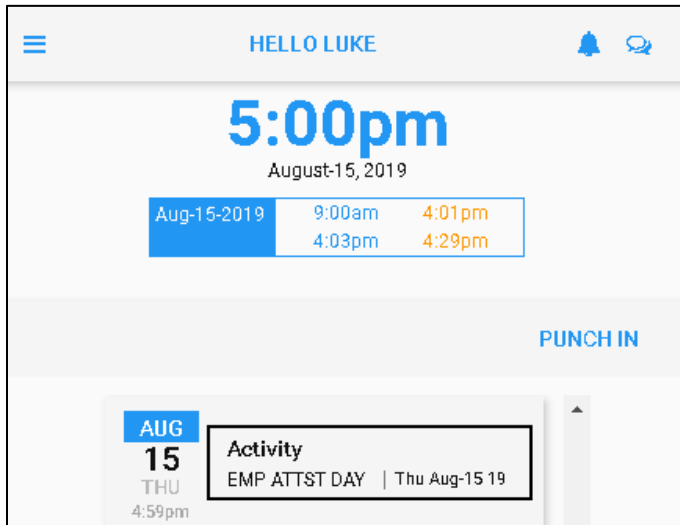
**Note:** For more information, tap **DETAILS**.



The time card is displayed with dates, punches, worked hours, and schedules.

Date	In	Out	In	Out	Amount	Schedule
Thu Aug-15 19	9:00a				0:00	9:00/17:00
Thu Aug-15 19					0:00	Regular 1

- The submitted attestation is displayed in the **Activity** tile marked as **EMP ATTST DAY** on the Home screen.



**Note:** When an employee punches Out, but indicates that they will return by tapping **WILL BE BACK LATER**, they do not receive attest notification.

BACK HOME

**OUT**

Punch OUT

Aug-15 5:07pm

WILL BE BACK LATER DONE FOR TODAY

Enter Additional Notes Here

Press SAVE to continue...

SAVE

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