ESS Mobile 3.0: Punching In or Out

When employees punch in or out, they can attest their health condition before they fulfill their shifts or attest their work condition after their shifts. In addition, employees are allowed or not allowed to punch based on whether their GPS locations are inside or outside geo zones defined in your system.

Employees can punch In or Out as follows:

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



2. When an employee punches In, the employee can state whether they are punching In for back to the current shift by tapping **BACK TO WORK** or for the purpose of starting a new shift by tapping **START NEW SHIFT**, based on the configuration.

ВАСК	НОМЕ	
BACK TO WORK	START NEW SHIFT	
Enter Additional Notes Here		
Press SAVE to continue		

When an employee punches Out, they can state whether they will be returning later by tapping **WILL BE BACK LATER** or if it is the end of the shift by tapping **DONE FOR TODAY**, based on the configuration. Then tap **SAVE**.

BACK	НОМЕ
OUT Punch OUT Aug-15 4:00pm	
WILL BE BACK LATER	DONE FOR TODAY
5	
Enter Additional Notes Here	
Press SAVE to continue	
	SAVE

Health Attestation for New Shift

When an employee is scheduled to work and punches in for the new shift, they may be asked for their health

attestation based on the configuration.

1. The employee punches in and taps **START NEW SHIFT.** Then tap **SAVE**.



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



3. Tap Daily Health Attest tile.



4. The health attest asks employees about their health before their shifts. Tap **YES** if the employee feels sick with the symptoms described in the instructions. Otherwise, tap **NO**.



Note: For more information, tap DETAILS.

YES	NO	
S		
DETAILS		
Amherst, Luke Daily Health Attest		

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

BACK						HOME
TIME CARD						
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

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

≡	HELLO LUKE	Q
	11:08am August-15, 2019	
	Aug-15-2019 9:00am	
TE	VANSFER PUNCH OU	л
	AUG 15 THU 3:41pm Activity EMP HEALTH ATTST Wed Aug-14 19 No	

Note: When an employee punches In but indicates they are returning to work by tapping **BACK TO WORK**, they do not receive health attest notification.

BACK	НОМЕ
Begin Work Shift Mar-16 10:56am	
BACK TO WORK	START NEW SHIFT
Enter Additional Notes Here	
Press SAVE to continue	
	SAVE

Work Condition Attestation for Shift Completion

When an employee completes all of their shifts for today by punching out, they may be asked for work condition attestation based on the configuration.

1. The employee punches out and taps **DONE FOR TODAY.**



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



3. Tap Daily Attest tile.



4. The attest asks employees about the work conditions of their shifts. Tap **YES** or **NO** for answering the question about the completed shift. Then tap **SAVE**.



Note: For more information, tap DETAILS.



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

BACK						HOME
TIME CARD						
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

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

≡	HELLO LUKE	🌲 🧟
	5:00pm August-15, 2019	
	Aug-15-2019 9:00am 4:01pm 4:03pm 4:29pm]
		PUNCH IN
	AUG 15 THU 4:59pm Activity EMP ATTST DAY Thu Aug-15 19	

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

ВАСК	НОМЕ
OUT Punch OUT Aug-15 5:07pm	
WILL BE BACK LATER	DONE FOR TODAY
Enter Additional Notes Here	
Press SAVE to continue	
	SAVE

Punch In or Out with or without GPS Punch Restriction

If geo zones and GPS punch restrictions are configured in your system, employees are allowed or not allowed to punch based on whether their GPS locations are inside or outside geo zones based on your company policy.

To punch In:

1. Tap **PUNCH IN**.



2. If the GPS location of the punch is within the required geo zone, the **IN** screen is displayed and the **SAVE** button is available. Tap **SAVE** to punch In.

BACK	HOME
🔁 IN	
Return to Work	
Jul-28 8:33am	
Enter Additional Notes Here	
Press SUBMIT to continue	
	SAVE

To punch Out:

1. Tap **PUNCH OUT**.



2. If the GPS location of the punch is inside the required geo zone, the **OUT** screen is displayed and the **SAVE** button is available. Tap **SAVE** to punch out.

BACK	НОМЕ
OUT Punch OUT	
Jul-28 11:26am	
Enter Additional Notes Here	
Press SUBMIT to continue	
	SAVE

Note: If the GPS location of the employee's punch is not inside the defined geo zone, the following "Wrong Place?" message with the current address are displayed and the **SAVE** button is greyed out to prevent employees from punching.

BACK	HOME
Wrong Place? Location Mismatch Location: 35095 Bridgeman St Farmington Hills,MI 483	35
Unable to punch at this time.	_
Wonderland Employees	
Punch In	
	SAVE

©2021 Attendance on Demand, Inc. All rights reserved. Attendance on Demand is a registered trademark of Attendance on Demand, Inc. (AOD). Nothing contained here supersedes your obligations under applicable contracts or federal, state and local laws in using AOD's services. All content is provided for illustration purposes only.