# 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.
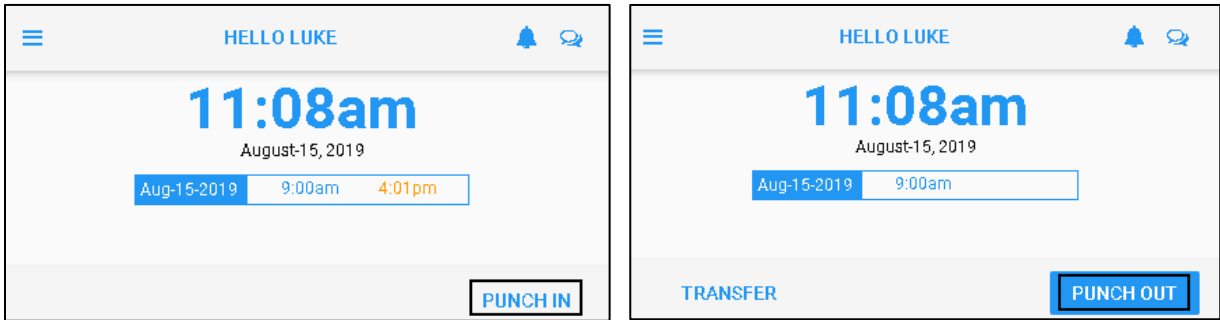
2. When an employee punches In, the employee can state whether they are punching In for back to the current shift by tapping **BACK TO WORK** or for the purpose of starting a new shift by tapping **START NEW SHIFT**, based on the configuration.
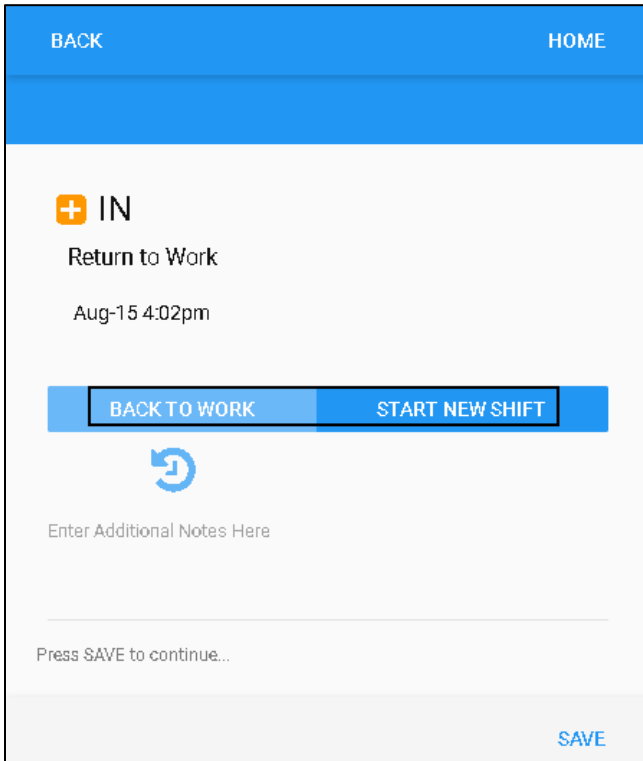
When an employee punches Out, they can state whether they will be returning later by tapping **WILL BE BACK LATER** or if it is the end of the shift by tapping **DONE FOR TODAY**, based on the configuration. Then tap **SAVE**.
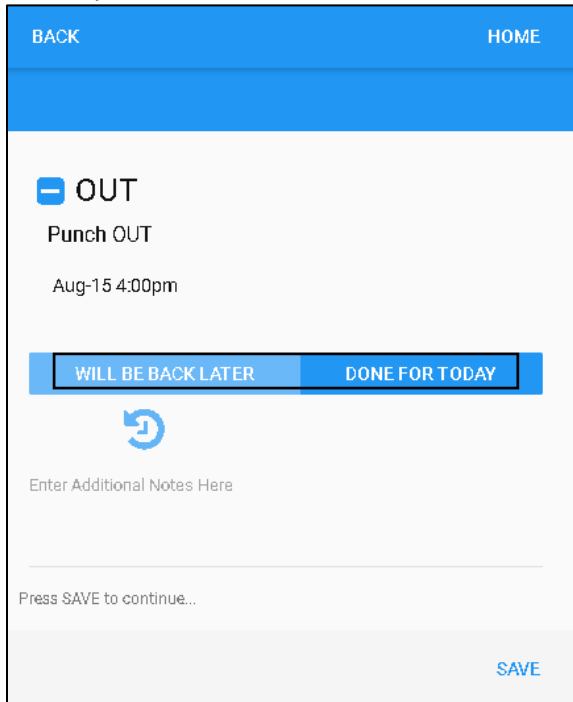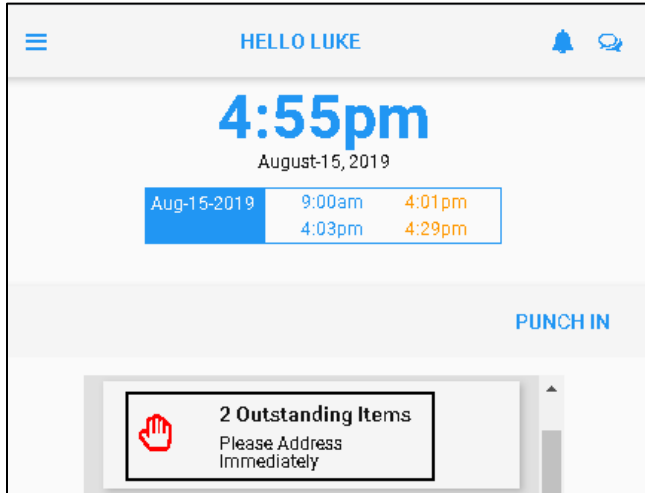

Health Attestation for New Shift

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.
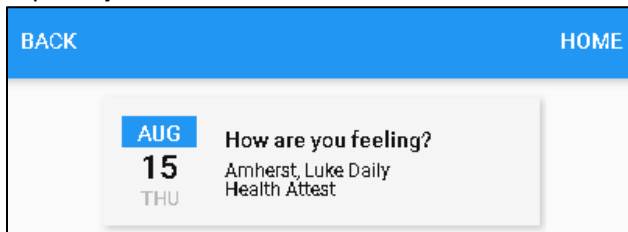
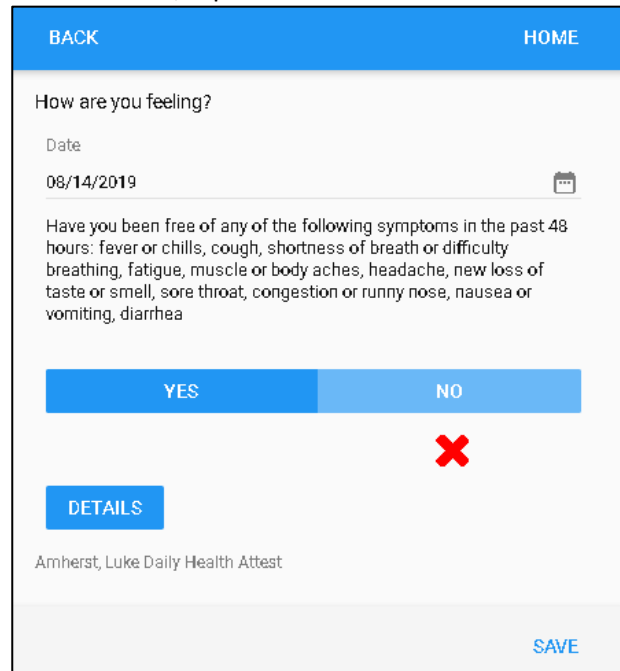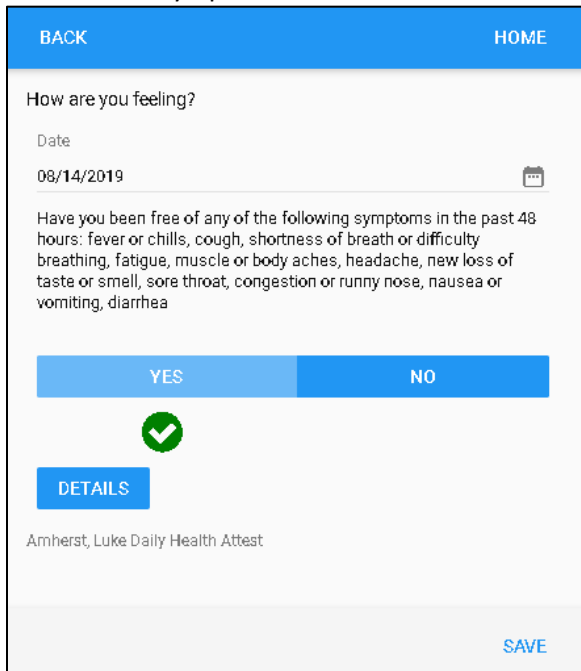1. The employee punches in and taps **START NEW SHIFT.** Then tap **SAVE**.
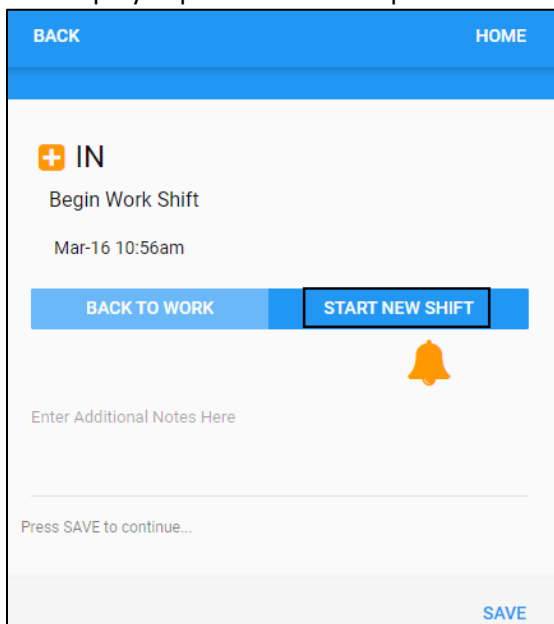
2. The employee receives a Daily Attest notification in the **Outstanding Items** tile with the number of outstanding items displayed on the Home screen. Tap the **Outstanding Items** tile.
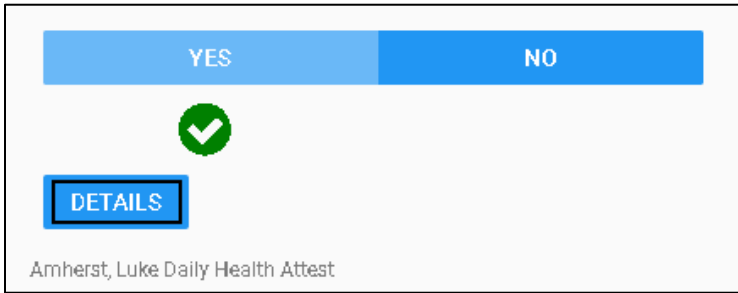

3. Tap **Daily Health Attest** tile.

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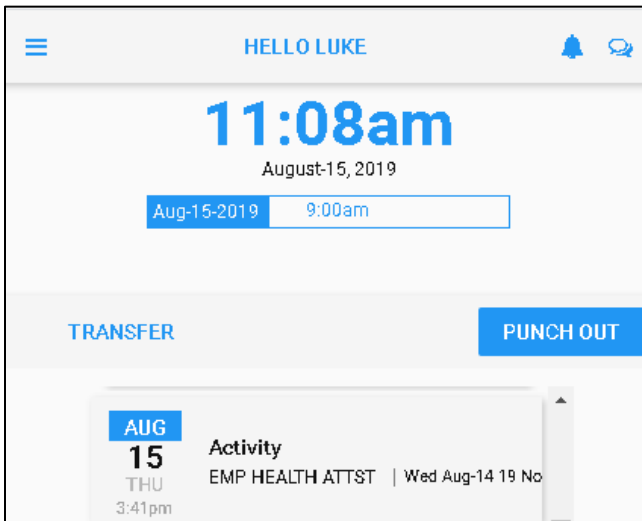
Note: For more information, tap **DETAILS**.

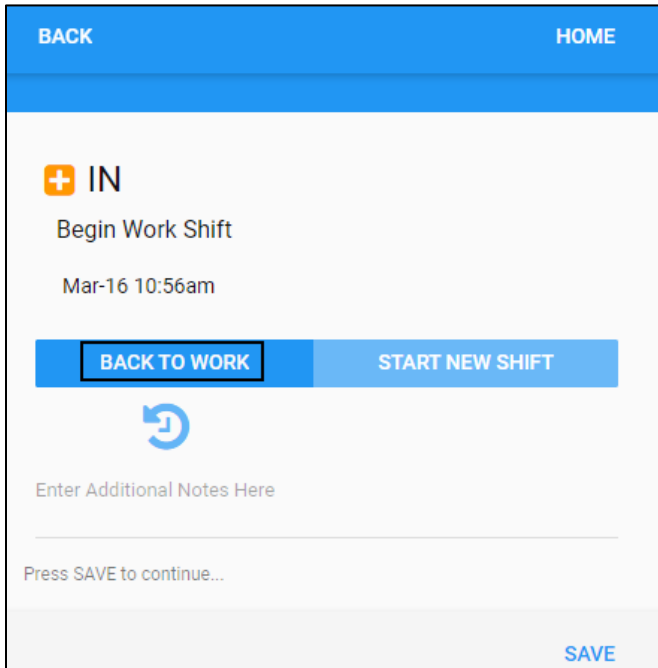The time card is displayed with dates, punches, worked hours, and schedules.

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

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.
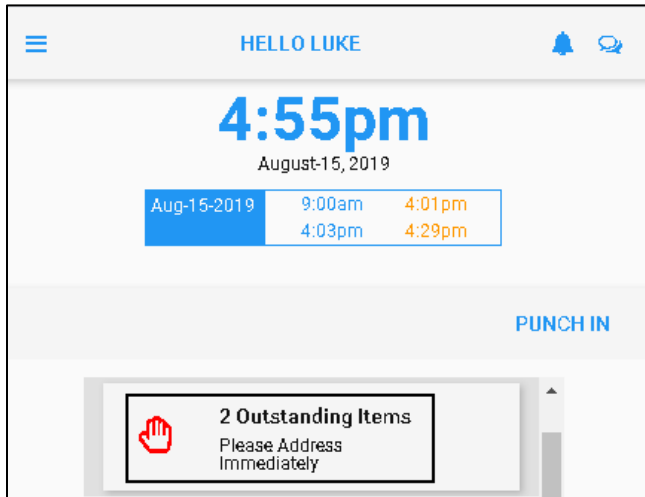

Work Condition Attestation for Shift Completion

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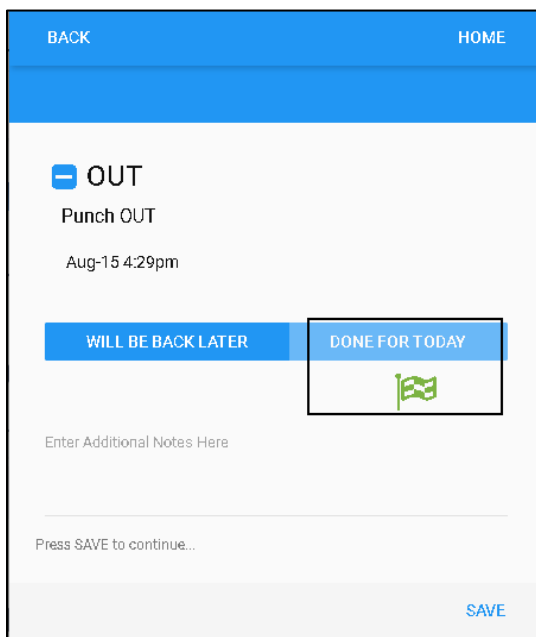
2. The employee receives a Daily Attest notification in the number of outstanding items displayed on the Home screen. Tap the **Outstanding Items** tile.
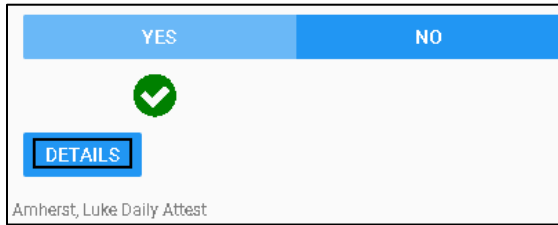

3. Tap **Daily Attest** tile.

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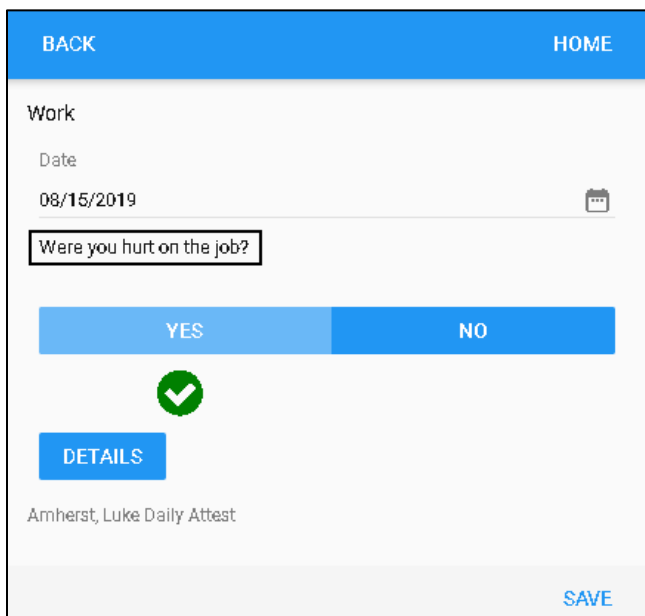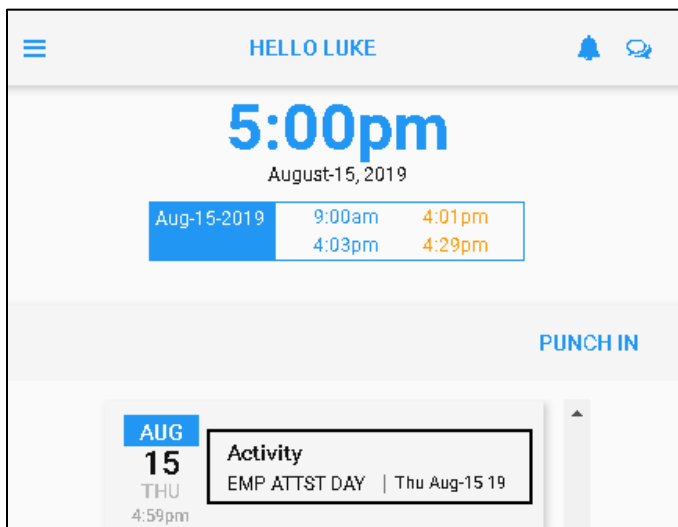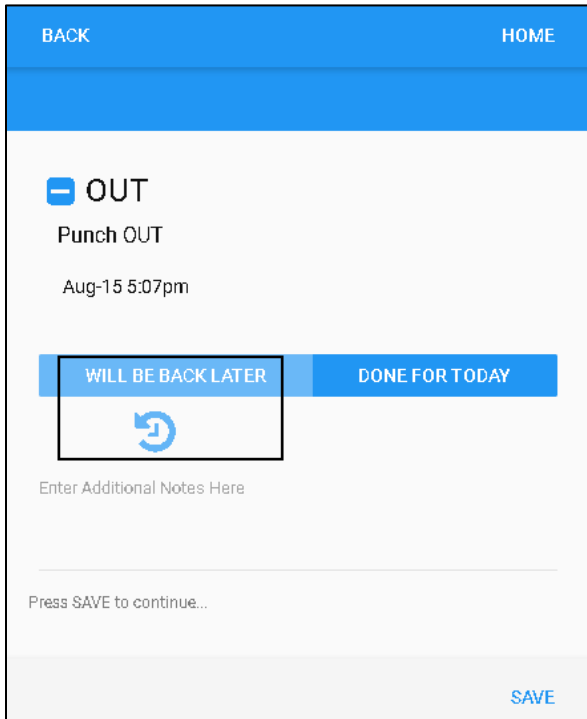
Note: For more information, tap **DETAILS**.

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

5. 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 they will return later by tapping **WILL BE BACK LATER**, they do not receive attest notification.
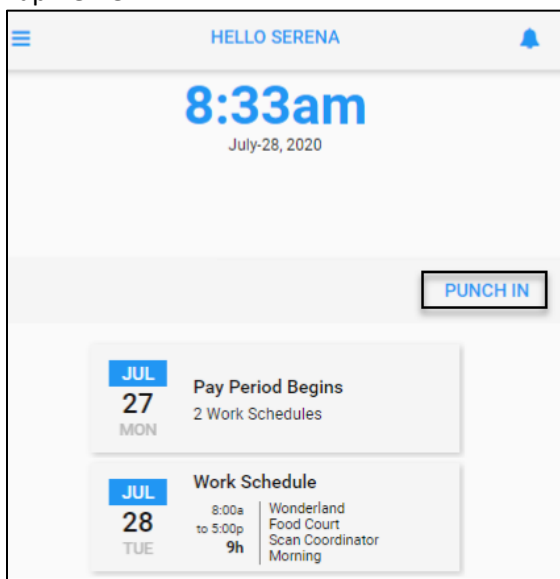

Punch In or Out with or without GPS Punch Restriction

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.
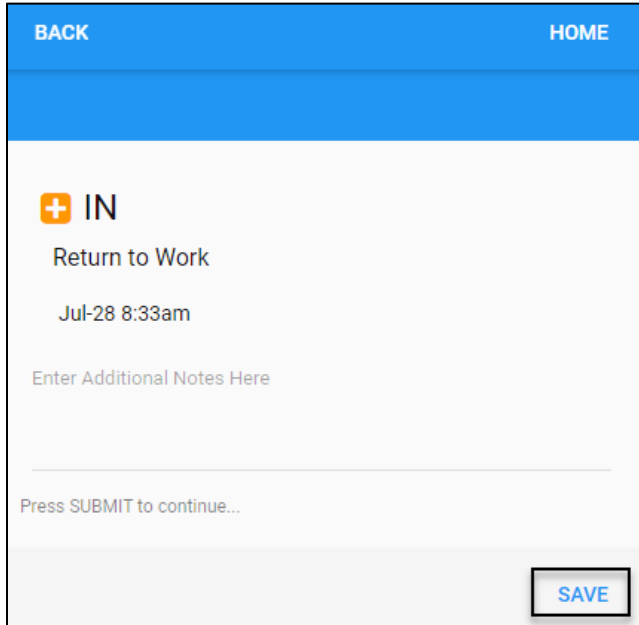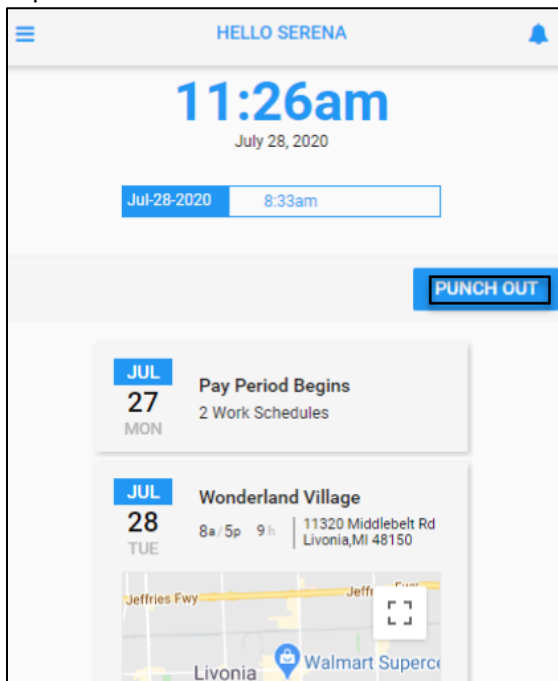
To punch In:

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.
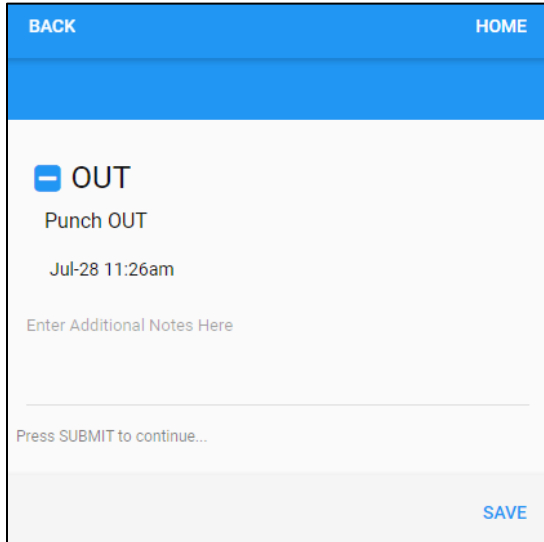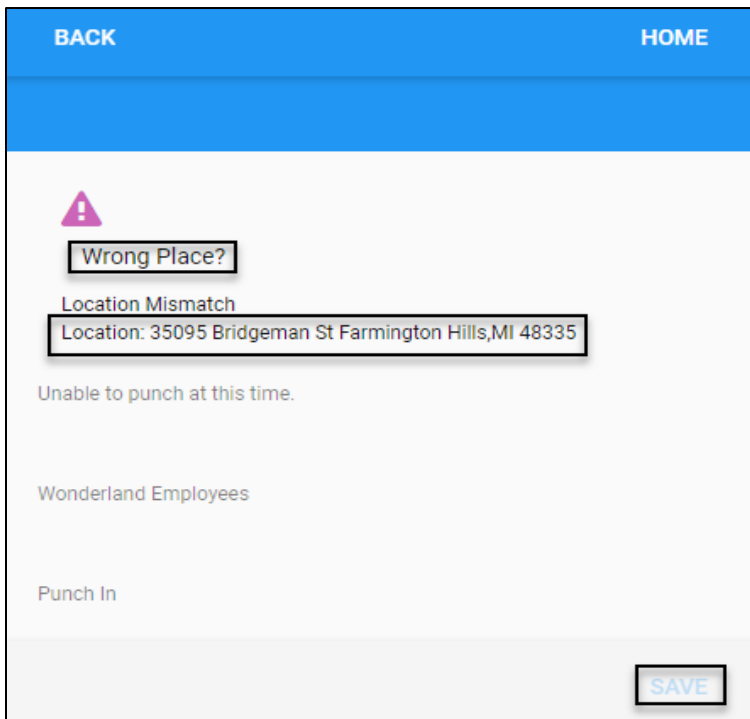

To punch Out:

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.

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.