ESS Mobile 3.0: GPS Punching In or Out and Mark My Location Job Aid

Based on the configuration, employees can perform punch In and Out using the **PUNCH IN** and **PUNCH OUT** function and perform workgroup transfers using the **MARK MY LOCATION** function key. In this situation, the workgroup transfer occurs in the middle of shift.

10:51pm July-28, 2020	
Transfer	Punch Only
MARK MY LOCATION	PUNCH IN

Note: In addition to GPS location-based workgroup transfer, employees can also transfer themselves from their home workgroup to another workgroup or cancel their workgroup transfer without tracking the GPS location. See a separate job aid called *Performing or Canceling Workgroup Transfer* for more information.

≡	HELLO JULIE		↓ ⁷ ⊲	
6:09pm March-16, 2021				
	Mar-16-2021	1:16pm 6:07pm	6:02pm	
() TRANS	FER			PUNCH OUT
	MAR 16 TUE	ilable Schedu k Schedules Ava	les ailable	

This job aid describes GPS-based punch In and Out and workgroup transfer by marking the location.

To perform punch In, Mark My Location, then punch Out:

1. In one work place, tap **PUNCH IN**.

≡	HELLO DANIEL	
	6:53am July-28, 2020 Jul-27-2020 8:00am 5:00pm]
MARK MY	LOCATION	PUNCH IN
	JUL Attendance on Demand, Inc 28 8a/5p 9 h 22300 Haggerty Rd TUE 8a/5p 9 h 22300 Haggerty Rd	
	Google Map data ©2020 Terms of Use	

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



3. In another workplace with no punch required, tap **Mark My Location** to indicate your current location.

=	HELLO DANIEL	
	9:58am July-28, 2020	٦
MARK M	YLOCATION	PUNCH OUT
	JUL Attendance on Demand, Inc 28 8a/5p 9 h 22300 Haggerty Rd TUE Northville,MI 48167	ŕ
	Google Map data \$2020 Terms of Use	

4. If the GPS location of the current workplace is inside the required geo zone, the **MARK LOCATION** screen is displayed and the **SAVE** button is available. Tap **SAVE** to mark this location.

BACK	HOME
Jul-28 9:58am	
Enter Additional Notes Here	
Press SAVE to continue	
	SAVE

5. Tap **PUNCH OUT** after the shift completes at the current workplace.

=	HELLO DANIEL	
	11:49am July-28, 2020	
	Jul-28-2020 6:53am	
MARK		NCH OUT
	JUL 28 TUE Attendance on Demand, Inc 8a/5p 9h 22300 Haggerty Rd Northville,Mi 48167	•

6. If the GPS location of the Out punch is within the required geo zone, the **OUT** screen is displayed and the **SAVE** button is available. Tap **SAVE** to punch out. The worked hours in the transferred workgroup are recorded for supervisor review.

BACK	HOME
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 and transferring.

BACK	HOME
Wrong Place? Location Mismatch Location: 35095 Bridgeman St Farmington Hills,MI 48335	
Unable to punch at this time.	
Wonderland Employees	
Punch In	
	SAVE

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