## ESS Mobile 3.0: GPS Punching In or Out with Workgroup Transfer

Job Aid

Based on the configuration, employees can perform punch and transfer using one function key. In this situation, workgroup transfer occurs when employees punch.

≡	HE	HELLO SERENA			
		36p	m		
	Jul-28-2020	8:00am 2:00pm	1:00pm 6:00pm	Punch & 1	Transfer
				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		<b>₹</b> 7 <sub>2</sub>	
6:09pm March-16, 2021				
	Mar-16-2021	1:16pm 6:07pm	6:02pm	
<b>U</b> TRANS	FER			PUNCH OUT
	16	<b>ilable Schedu</b> k Schedules Av		

This job aid describes GPS based punch with transfer.

To punch and transfer:

1. Tap **PUNCH IN**.

≡	HELLO SERENA			
		36p	m	
	Jul-28-2020	8:00am 2:00pm	1:00pm 6:00pm	7
				PUNCH IN

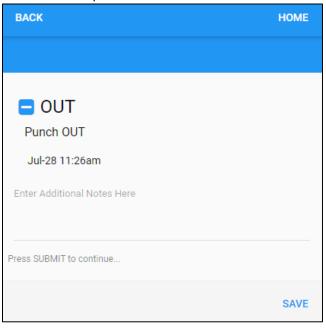
2. If the GPS location of the punch is inside the required geo zone, the **IN** screen is displayed and the **SAVE** button is available. Tap **SAVE** to punch In. Work transfer occurs when the employee punches In.

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

3. Tap **PUNCH OUT** after the shift completes.

≡	HELLO SERENA	
	11:26am July 28, 2020	
	Jul-28-2020 8:33am	
	PUN	СН ОИТ
	JUL 27 MON Pay Period Begins 2 Work Schedules	
	JUL Wonderland Village   28 8a/5p 9h 11320 Middlebelt Rd   TUE VUE 11320 Middlebelt Rd 11320 Middlebelt Rd	
	Jeffries Fwy Jeffr	

4. 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. The worked hours in the transferred workgroup are recorded for supervisor review.



**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

©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.