Viewing Messages from MobileClock (MobileApp)





The TimeClock Plus[®] **MobileClock** app allows employees to log into TimeClock Plus to view hours, leave accruals, and submit leave requests via an app on AndroidTM or Apple[®] smartphones and tablet devices. This is useful in cases where employees may be working on-site without access to **WebClock** or a conventional clock device.

If you need to return to the main screen, this can be accomplished with the gray **Home** button.

Viewing Messages

- 1. Select View Messages.
- 2. Each message will be listed on a separate line. In addition to the message's contents, each message will display the date the message was sent, as well as the ID of the user who sent the message.
- 3. If enabled, employees can mark a message as **Read** by using the check mark on the left side of the message. Once all messages are marked, confirm by pressing the **Submit** button at the bottom of the **View Messages** window.