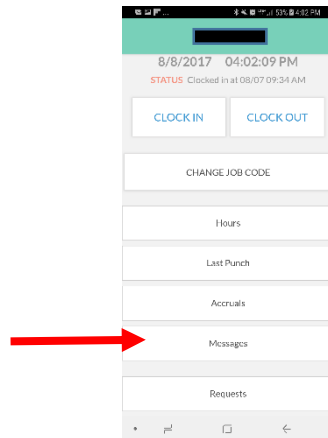


Viewing Messages from MobileClock (MobileApp)



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 Android™ 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.