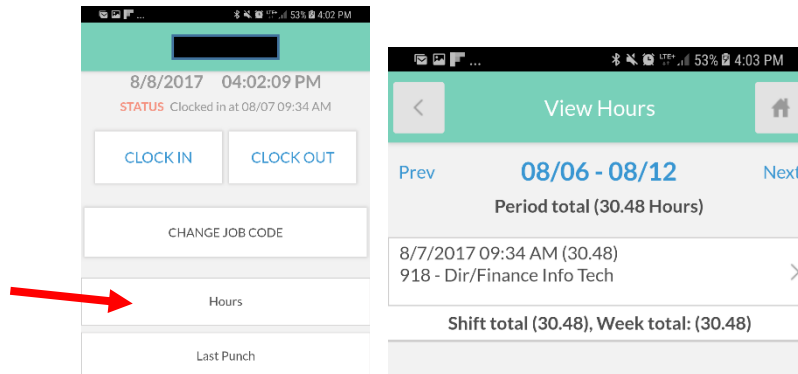


Viewing Hours by MobileClock (MobileApp)



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 Hours and Shift Notes

1. Select **View Accruals**.
2. Each accrual bank will be listed within its own table. Here you can view the amounts accrued, the amounts used, and the forecast usage.
3. If you need to see a different accrual forecast, use the **Select forecast date** dropdown at the top of the window to choose a new date.