

- Go to Google Play or Apple Store and download **Time Works Plus Employee** (TWE) on your phone.
- Once you have downloaded open the app. It will prompt you to Login in
- Your user name will be 1st letter of your first name and full last name (one word)
- Your password will be: Test1234 (if it does not prompt you to change your password it is recommended that you go to your profile and change your password for security purposes. (Profile- click 3 dots in top right hand corner of your phone screen.)

TIME CLOCK

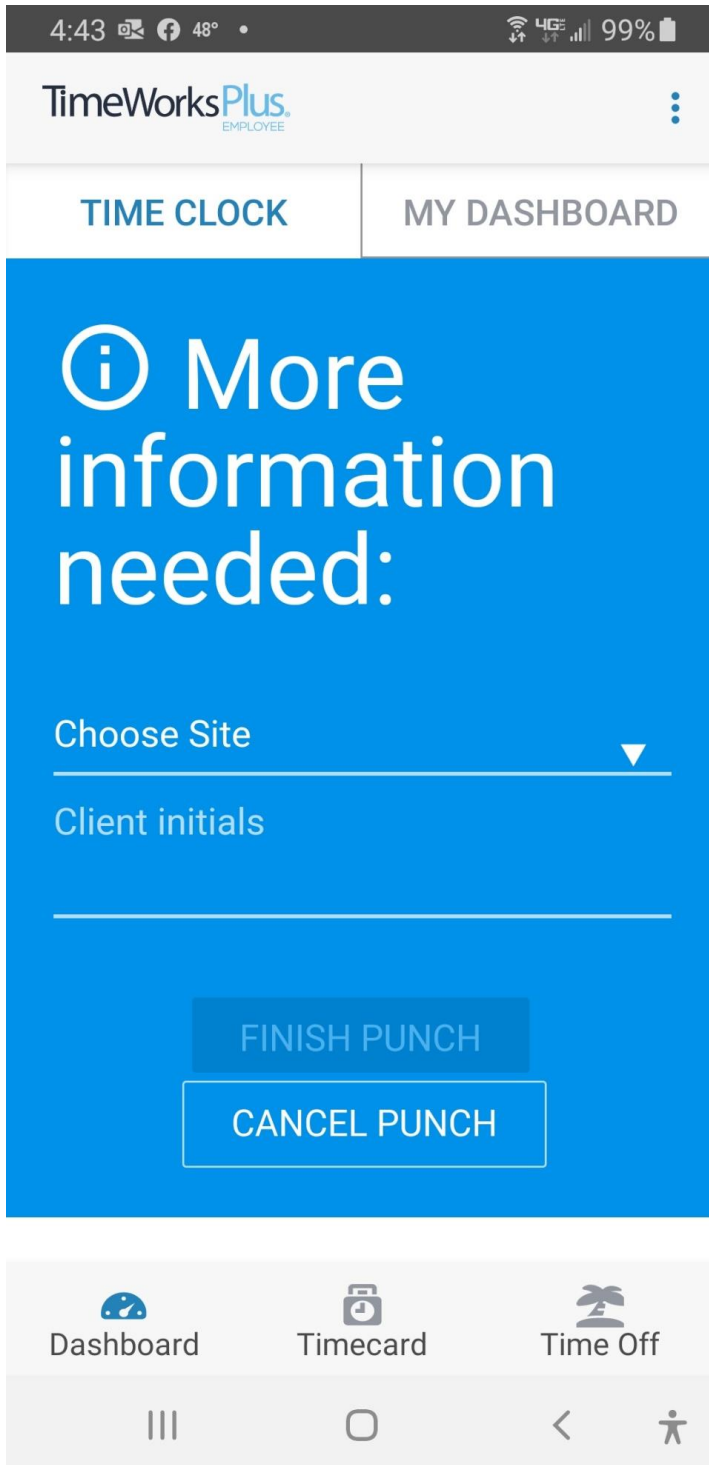
MY DASHBOARD

4:31 pm

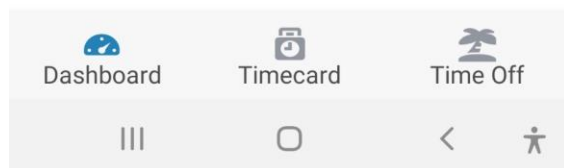
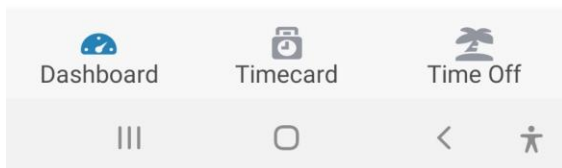
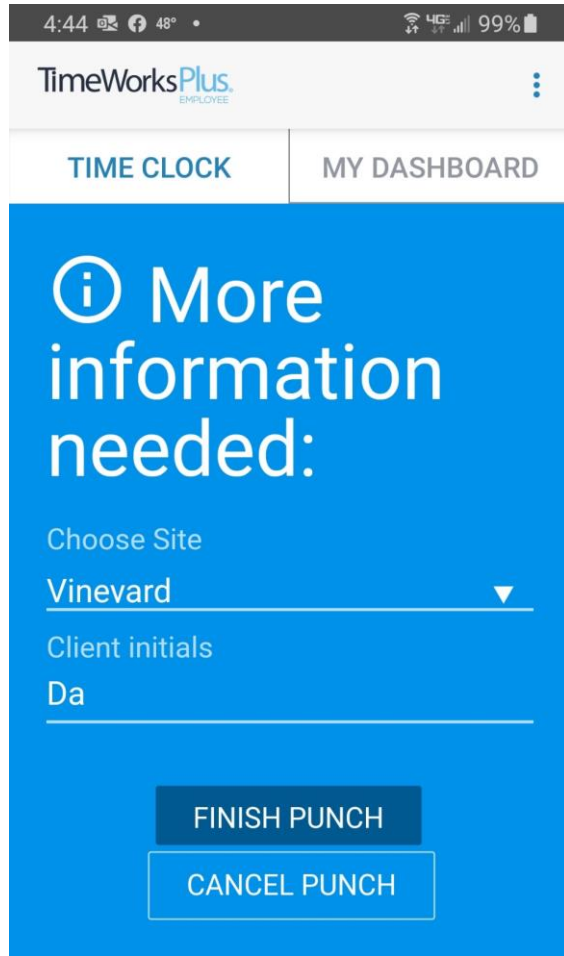
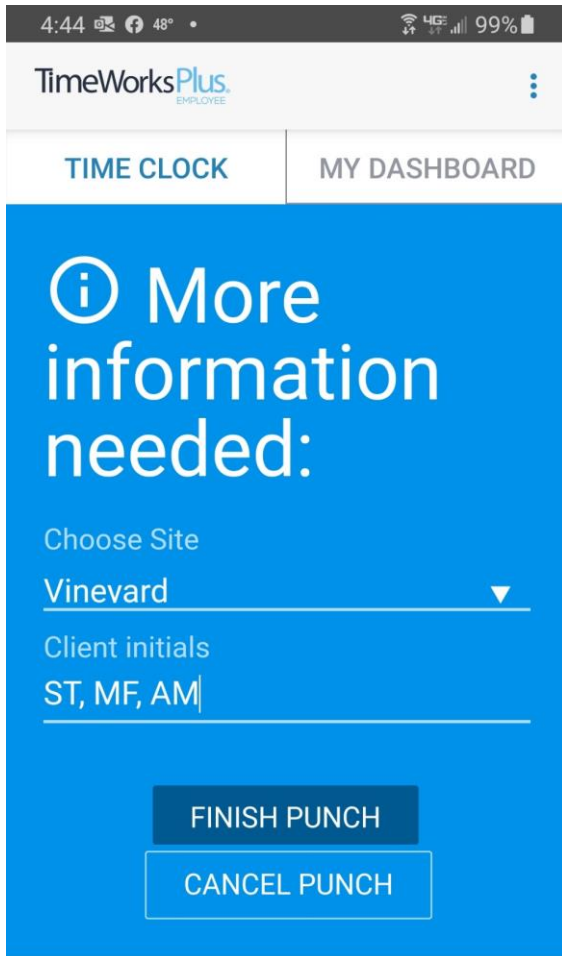
CLOCK IN

CLOCK OUT

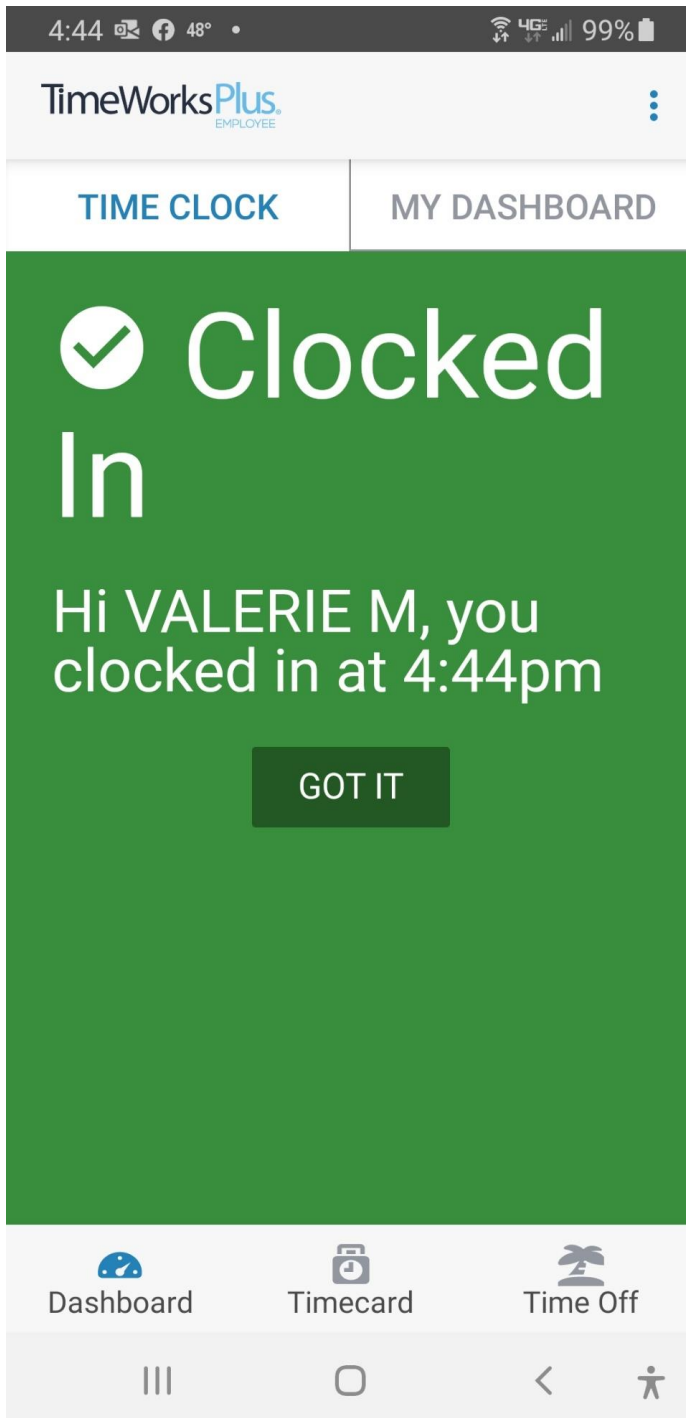
- Once you login in click on clock in



- It will prompt you for more information.
- Click the drop down box ▼ and choose the site as to which you are working.



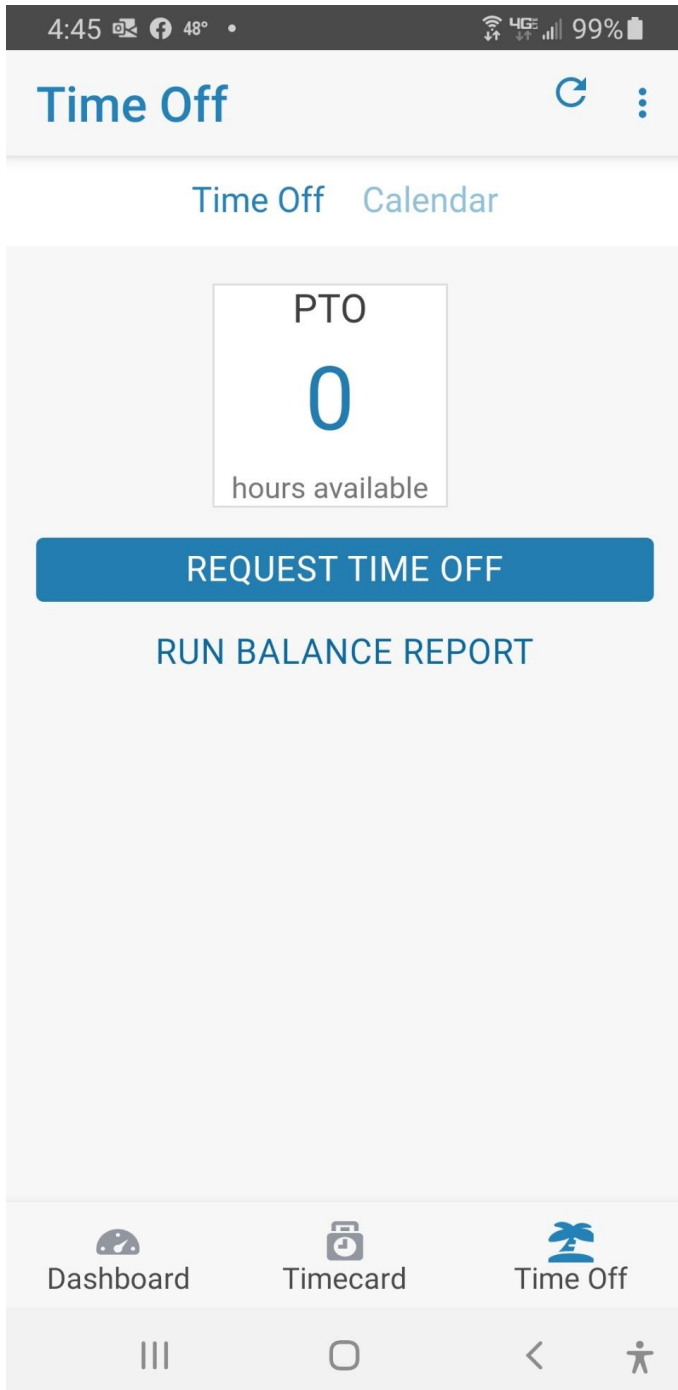
- Type in client initials' with , between initials if more than one client that you are working with at the time you clock in
- If you change clients you will need to punch out and punch back in every time you change clients.
- Click finish punch



- You will see this page stating you are clocked in.
- Click “GOT IT” to acknowledge you are clocked in

SIGNING OUT

- You will log back in and click follow same instructions
- You will click CLOCK OUT



- While in the app you will see at the bottom of the screen
- Timecard (You can see all the days you have punched in and out. This is where you will see if you missed a punch. If you have missed a punch it is your responsibility to get with your supervisor to have them correct the punch. If you miss punches it could affect your paycheck being short. If missed punches become an issue it could lead up to disciplinary action.)

Time Off Request

Date(s)

Select Date(s)

Time off type

Please select

Hours per day

8

Edit hours manually (enter times)

Time Off Request

Date(s)

Mar 19, 2021

Time off type

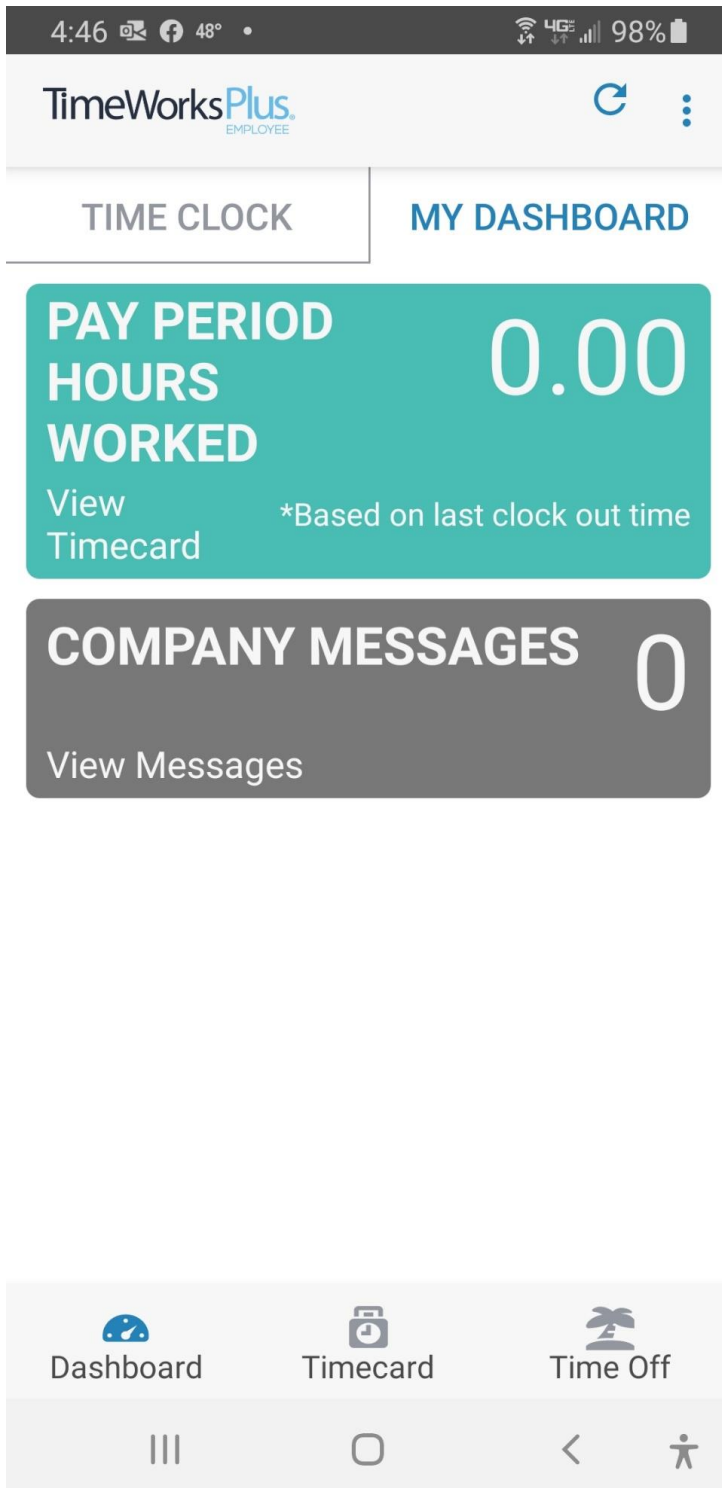
PTO

Hours per day

3

Edit hours manually (enter times)

- Time off (You can request time off and request PTO if you have any available. Please note while we are still using When to Work you will need to request days off in this software as well. This will ensure it is not missed when making the schedule.)



- My Dashboard - You can see total hours worked that you have clocked in for as well as any messages that have been sent from your manager or payroll department.