



EmployeeConnect
Work. Flow. Smarter.

Mobile User Guide

A manual designed to help individuals use the Employee Connect mobile app

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Getting Started

Downloading the app

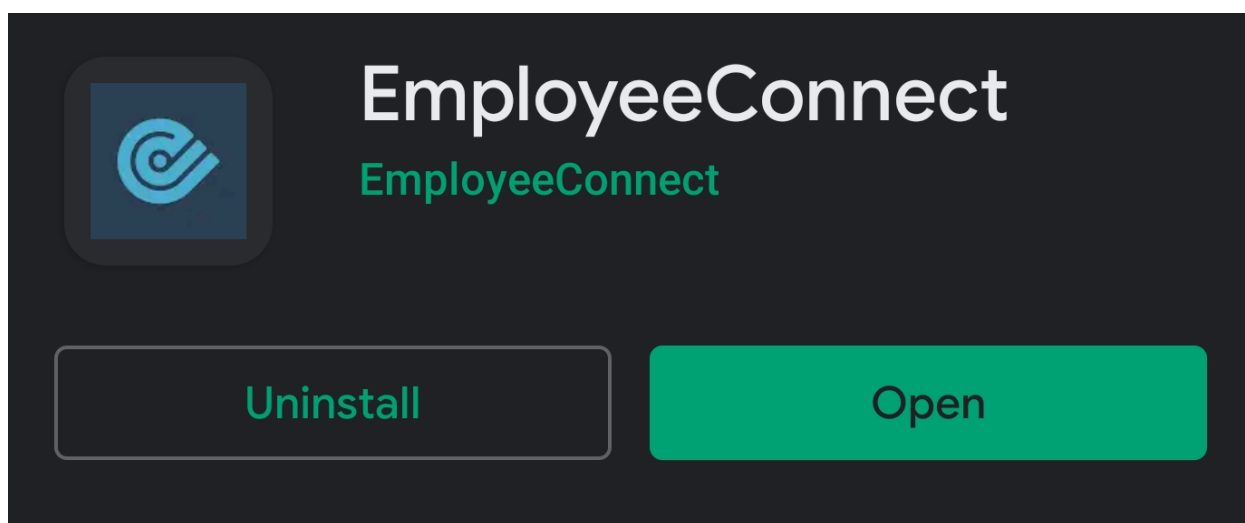
Download the EmployeeConnect mobile app from the Apple App Store or Google Play.

On Apple devices

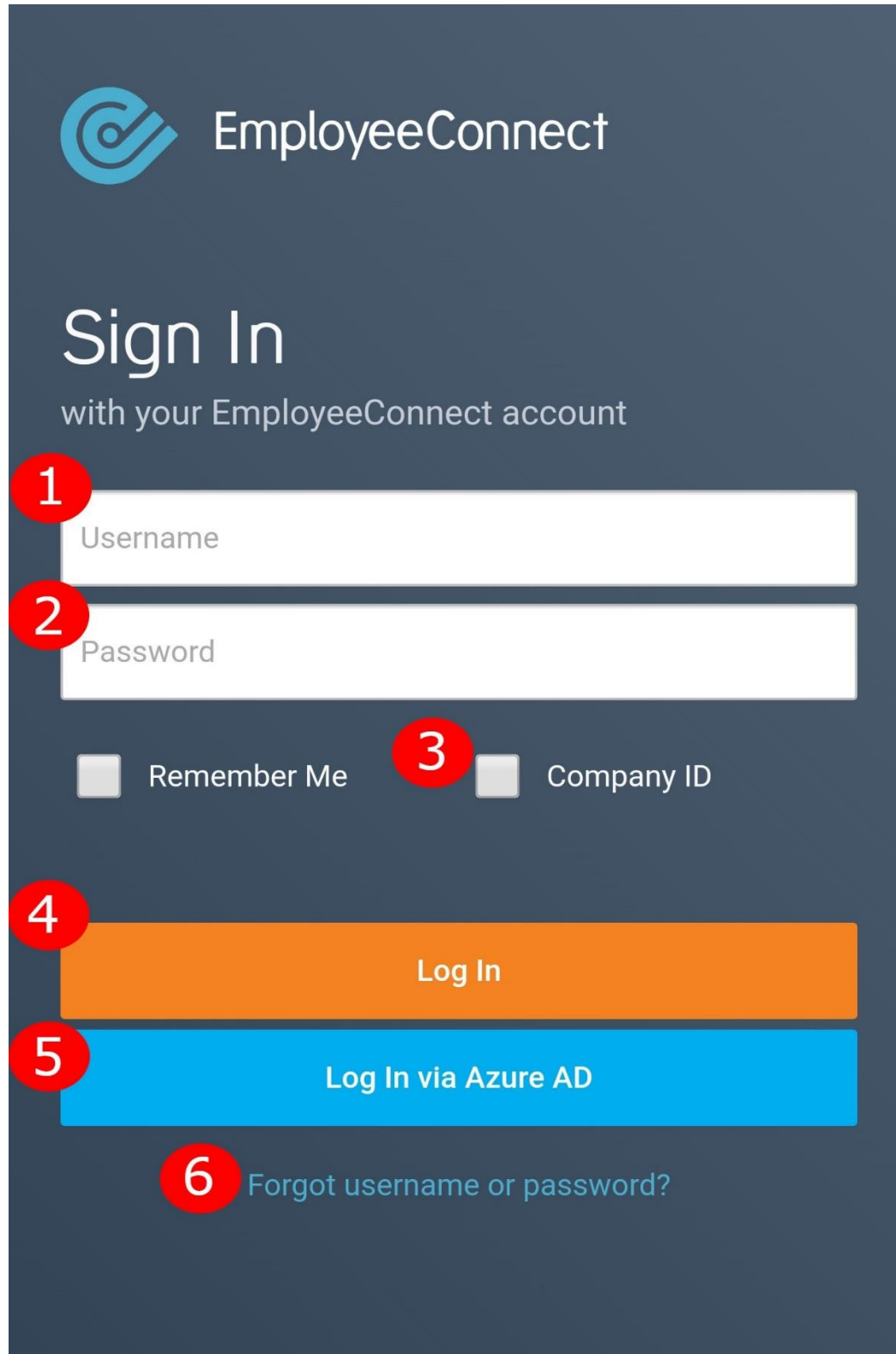
1. Open the Apple App Store and search EmployeeConnect.
2. Download and install the EmployeeConnect mobile app on your device.
3. Tap EmployeeConnect icon on your mobile device to launch the application.

On Android devices

1. Open Google play and search EmployeeConnect.
2. Download and install the EmployeeConnect mobile app on your device.
3. Tap EmployeeConnect icon on your mobile device to launch the application.



Signing in



The image shows the EmployeeConnect mobile app's sign-in screen. It features a dark blue background with the EmployeeConnect logo and name at the top. Below the logo, the text "Sign In" is displayed in large white font, followed by "with your EmployeeConnect account" in a smaller white font. The sign-in form consists of several elements: a "Username" input field (step 1), a "Password" input field (step 2), a "Remember Me" checkbox (step 3), a "Company ID" checkbox (step 3), a "Log In" button (step 4), a "Log In via Azure AD" button (step 5), and a "Forgot username or password?" link (step 6). The steps are indicated by red circles with white numbers.

EmployeeConnect

Sign In

with your EmployeeConnect account

1 Username

2 Password

3 ☐ Remember Me ☐ Company ID

4 Log In

5 Log In via Azure AD

6 [Forgot username or password?](#)

Fields

1. Username field - input your EmployeeConnect Username here.
2. Password field - input your EmployeeConnect password here.
3. Company ID tickbox - Used by enterprise customers. If not sure, please contact your System Administrator.
4. Login button - tap here to login after you input your EmployeeConnect username and password.
5. Log in via Azure AD - Single sign on and Active Directory button, can only be used when you have the proper single sign on/active directory configuration.
6. Forgot username or password? Link - Tap this link to reset your username or password. Alternatively, you can contact your HR manager or System administrator to reset your password.

Steps to login using your Username and Password:

1. Input your Username
2. Input your Password
3. Click Login

Steps to login using Azure AD:

1. Input your Username
2. Leave the password field blank
3. Tap Login via Azure AD



Log In via Azure AD

4. Azure login screen is displayed, enter your Azure password here (Username is populated from the previous screen)

EmployeeConnect

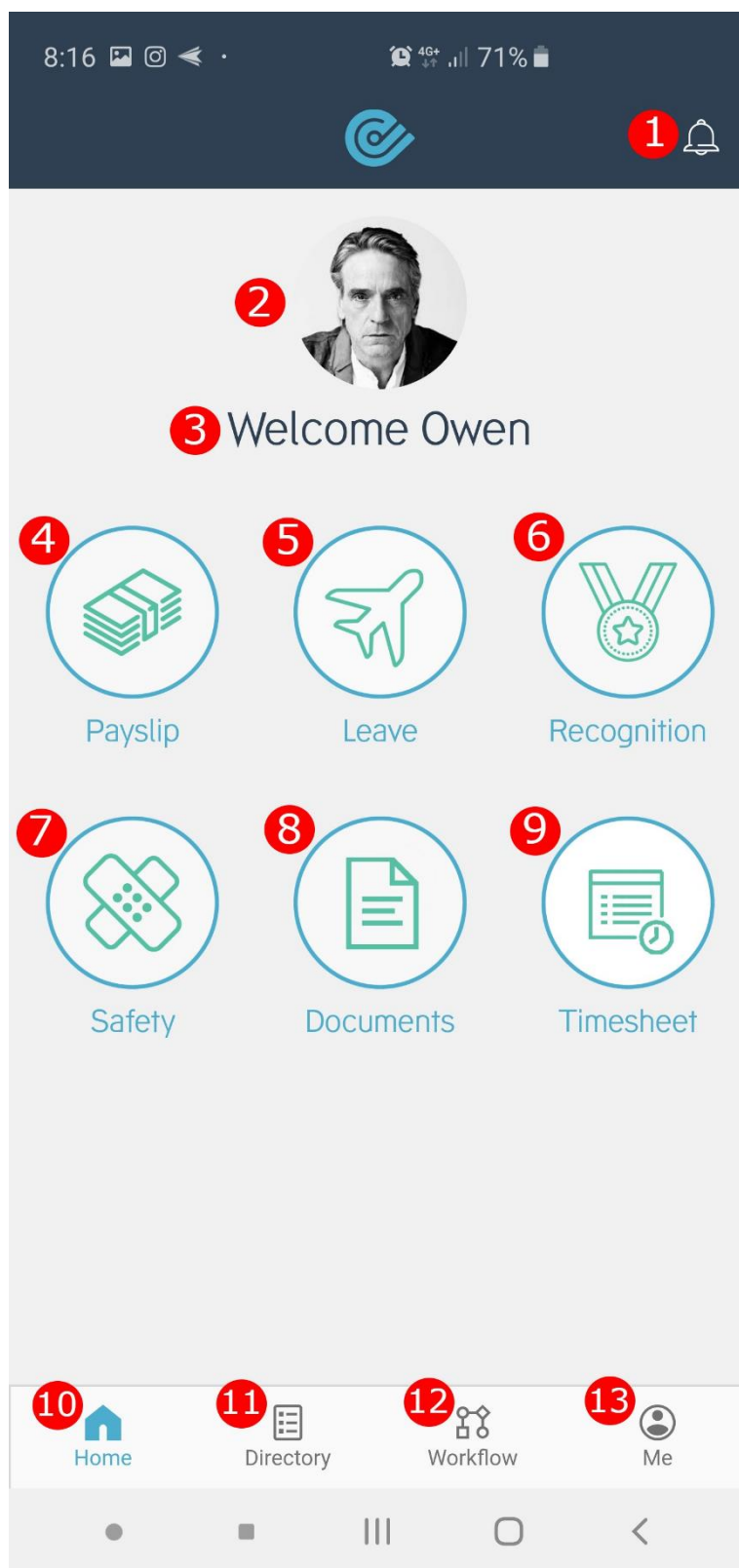
My Company Name

Sign in

Sign in

© 2018 Microsoft

EmployeeConnect Mobile Home Screen

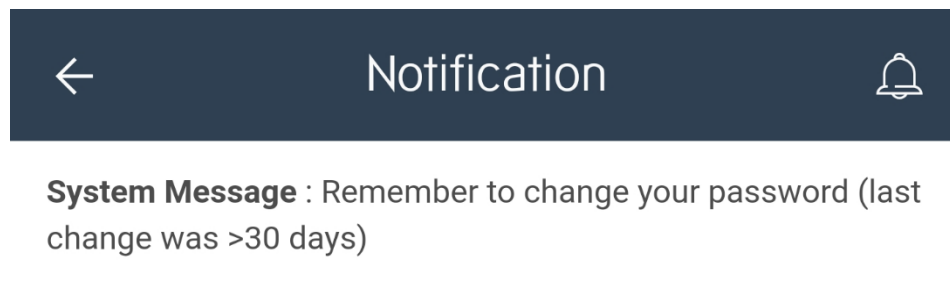


Home Screen fields

- | | |
|--------------------|---------------|
| 1. Notifications | 8. Documents |
| 2. Avatar | 9. Timesheet |
| 3. Welcome Message | 10. Home |
| 4. Payslip | 11. Directory |
| 5. Leave | 12. Workflow |
| 6. Recognition | 13. Me |
| 7. Safety | |

1 - Notifications

The Notification button takes you to the notifications page which shows the user system generated message like password change reminders, delegation information, workflow activities and workflows requiring your action.



How to Access Notifications

1. Tap the 'bell' Notifications icon
2. Notifications are listed
3. Scroll through the list to view the information
4. Tap the back icon to go to the previous screen

2 - Avatar

The Avatar directly reflects the user photo you've setup from the EmployeeConnect website. To access this from the website follow the steps below.

1. Click the Avatar
2. Click Preferences

3 - Welcome message

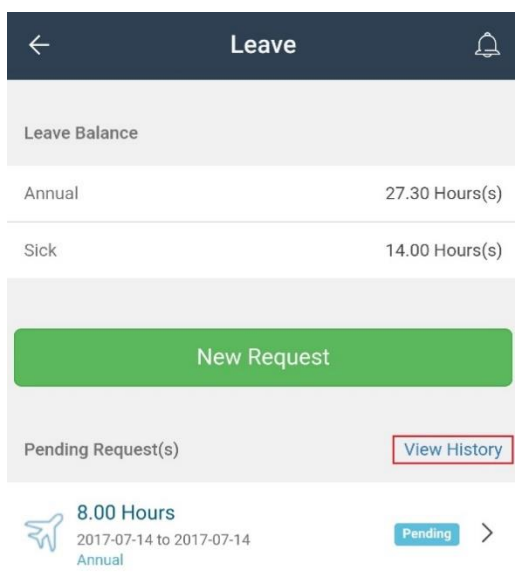
A simple welcome message after your successful login.

4 - Payslip

Access your payslip information and historical payslip data from here.

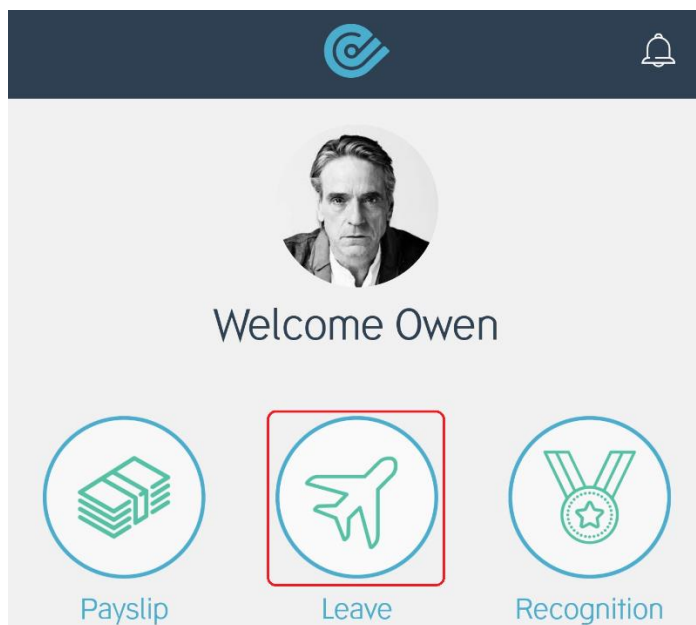
5 - Leave

Users can file their Leave Requests from here. You can also view all historical leave request information including your current leave balance. To view historical Leave request data, click the 'View History' link seen below.

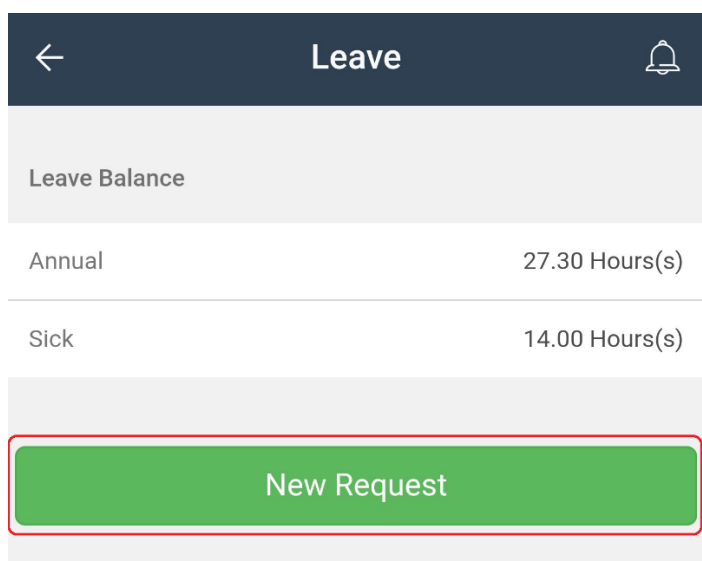


How to submit Leave Request

1. Tap Leave from the Home screen



2. Tap New Request



3. The Leave form will be displayed on the next screen

The screenshot shows a mobile application interface for submitting a leave request. At the top, a dark blue header bar contains a back arrow, the title "Leave Request", and a notification bell icon. The status bar above shows the time 12:10, signal strength, and 58% battery. The form itself is a light gray card with several sections: "Leave Type" with a dropdown menu, "Start Date" and "End Date" with date pickers, "Leave Unit" with a dropdown menu, "Total Time" with a text input field, "Comments" with a larger text area, and "Attachment:" with a file selection button labeled "Choose File" and the text "No file chosen". A prominent green button labeled "Submit Request" is at the bottom of the form. Below the form is a navigation bar with four icons: a house for "Home", a list for "Directory", a flowchart for "Workflow", and a person for "Me". At the very bottom is an Android-style navigation bar with a home button, a square button, a three-line menu button, a circle button, and a back arrow.

12:10 58%

← Leave Request

Leave Type
Select Leave Type ▼

Start Date
▼

End Date
▼

Leave Unit
Select Leave Unit ▼

Total Time
Enter Total Time

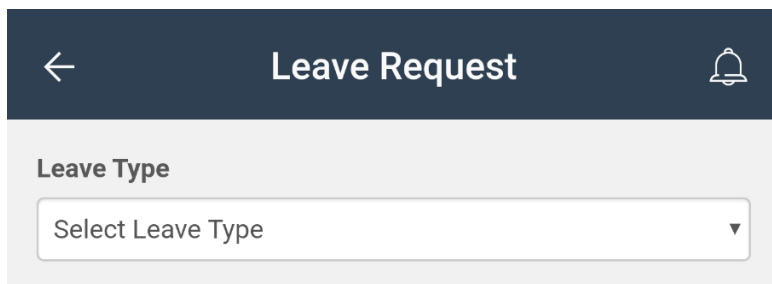
Comments
Enter Comment

Attachment:
Choose File No file chosen

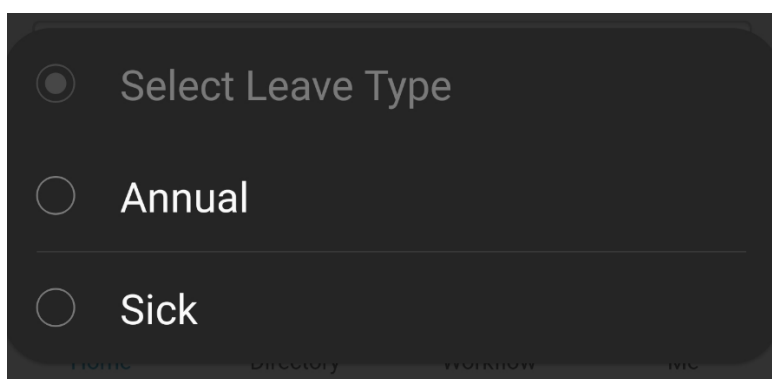
Submit Request

Home Directory Workflow Me

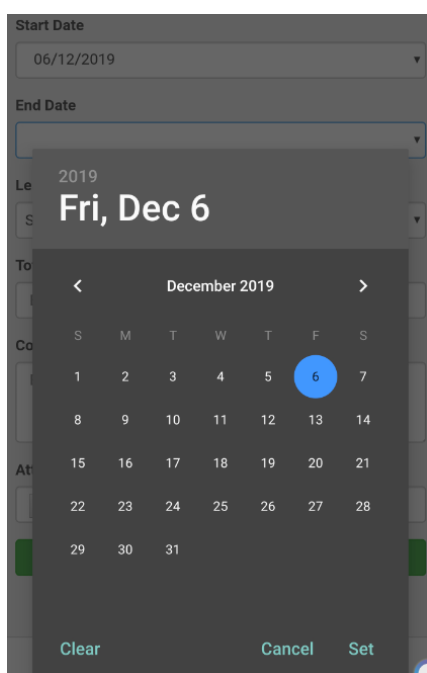
4. Tap Leave Type and select which leave type to use



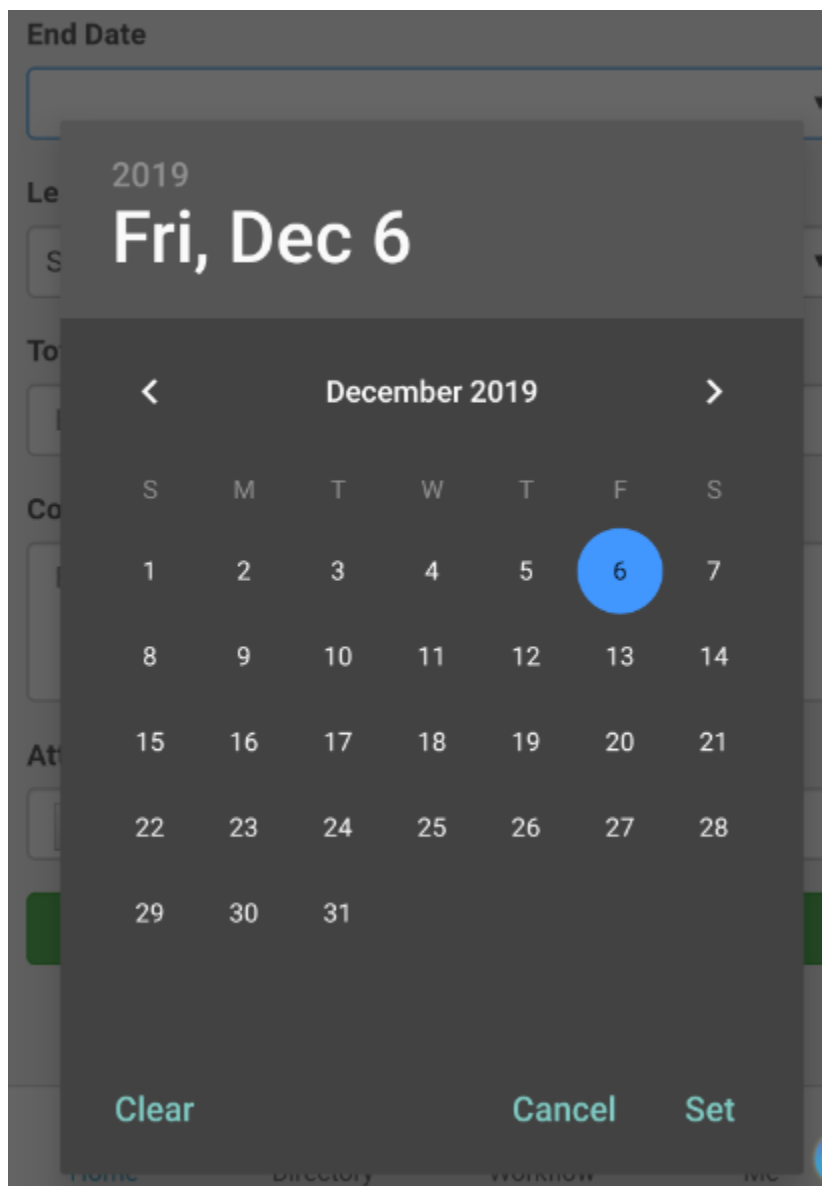
Tap Annual or Sick to set this as the leave type



5. Tap Start date and select the start date



Tap the 'Set' button to set the start date
Tap End date and select the end date



Optionally tap 'Clear' button to clear the current date
Tap 'Cancel' to go back to the previous screen

6. Optionally you can set an attachment to support your request

Attachment:

No file chosen

7. Tap the submit button to submit your request

8. A notification will appear to inform you that you've successfully submitted the request

End Date

09/12/2019 ▼

Leave Unit

Days ▼

Total Time

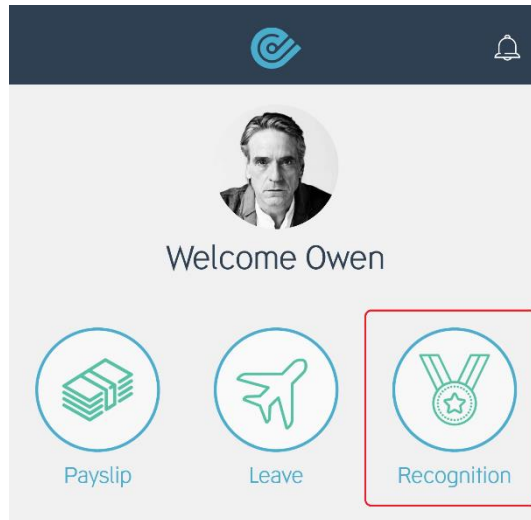
1

Comments

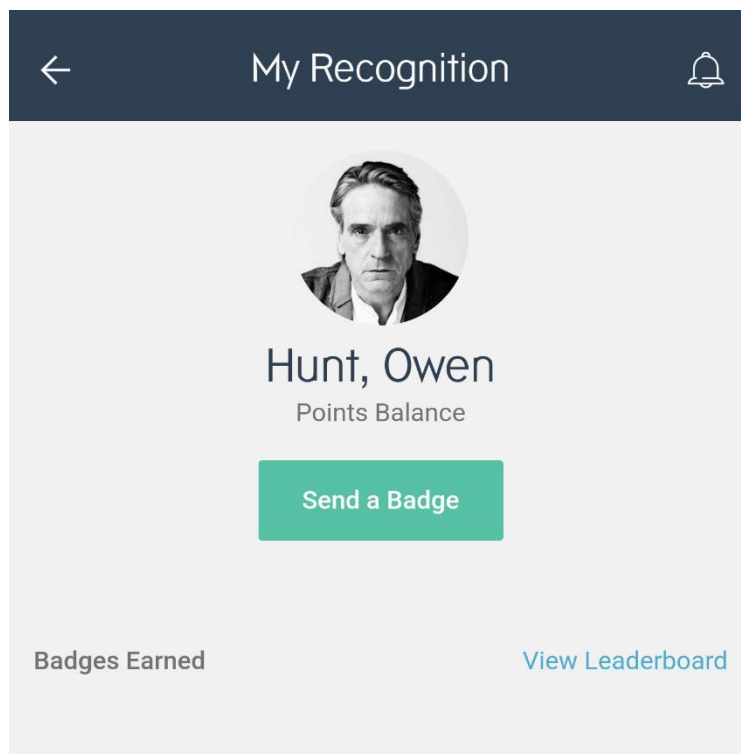
Enter Comment

Your request has been submitted successfully

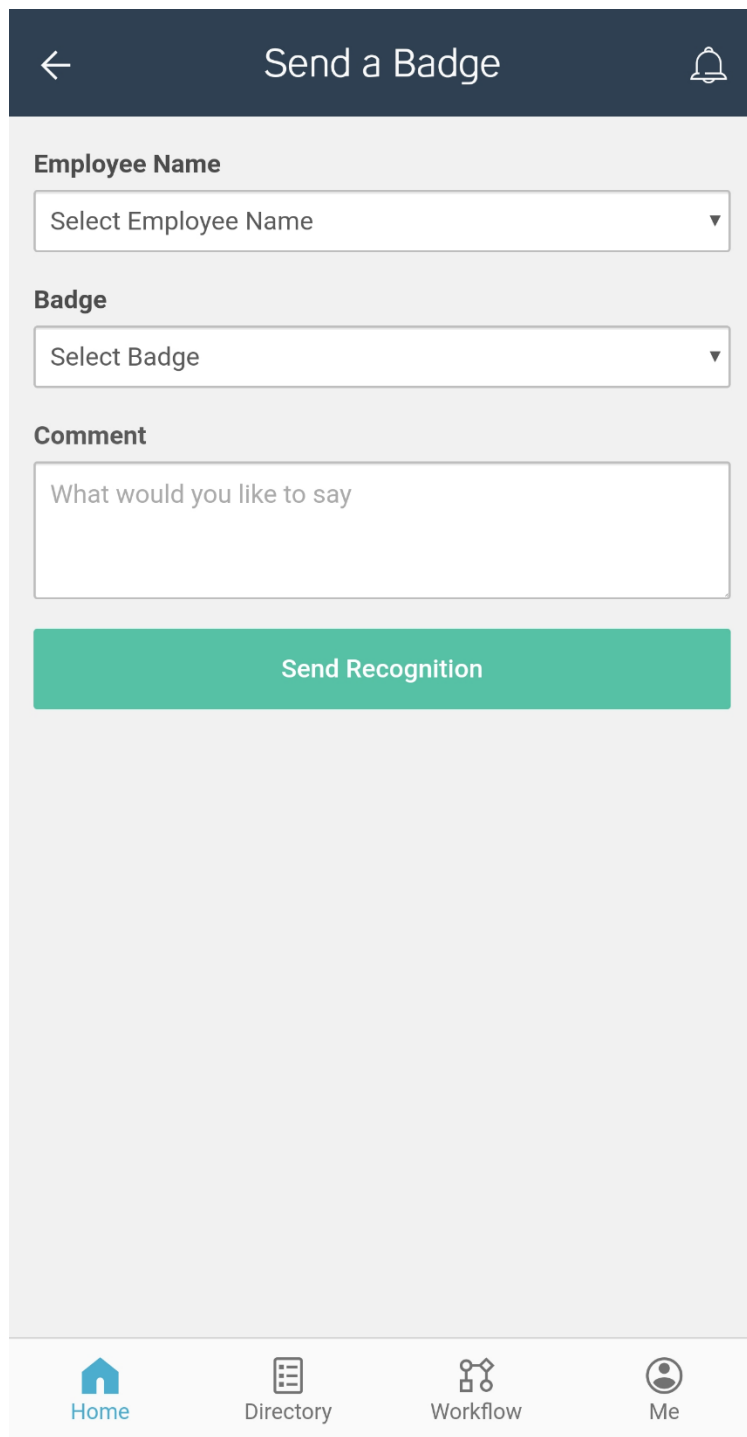
6 - Recognition



Send a recognition to your colleagues or employees from the recognition module. Just tap the Recognition icon, tap the Send a Badge button then fill in the form.



Remember to tap Send Recognition when you are done.



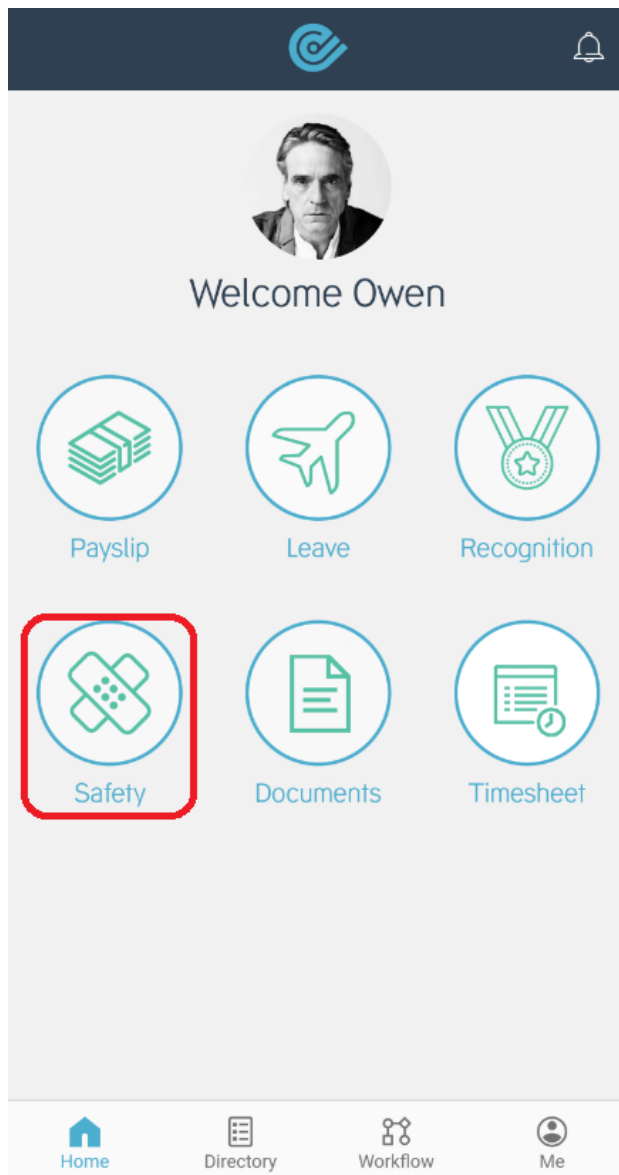
The screenshot shows a mobile application interface for sending a badge. At the top, there is a dark blue header bar with a back arrow on the left, the title "Send a Badge" in the center, and a bell icon on the right. Below the header, the form is organized into sections. The first section, titled "Employee Name", contains a dropdown menu with the placeholder text "Select Employee Name". The second section, titled "Badge", contains a dropdown menu with the placeholder text "Select Badge". The third section, titled "Comment", contains a text input field with the placeholder text "What would you like to say". Below these sections is a large green button labeled "Send Recognition". At the bottom of the screen is a navigation bar with four icons and labels: a house icon for "Home", a list icon for "Directory", a flowchart icon for "Workflow", and a person icon for "Me".

7 - Safety

You may submit hazard or safety incidents from this module. To submit a hazard or incident report, follow the steps below:

How to submit Safety report

1. Tap Safety from the home screen



2. Tap Select Type under the Type field to set a Safety type. Options are Hazard or Incident

The screenshot shows a mobile application interface for reporting a safety incident. At the top is a dark blue header with a back arrow on the left, the title "Safety" in the center, and a bell icon on the right. Below the header, the form is organized into sections with labels in bold: "Type:", "Hazard Category:", "Title:", "Description:", "Location:", and "Attachment:". The "Type:" section has a dropdown menu currently showing "Hazard". The "Hazard Category:" section has a dropdown menu showing "Select Hazard Category". The "Title:" section has a text input field with the placeholder "Enter Title". The "Description:" section has a larger text input field with the placeholder "Enter Description". The "Location:" section has a dropdown menu showing "Select Location". The "Attachment:" section has a button labeled "Choose File" and the text "No file chosen". At the bottom of the form is a large green button labeled "Submit". Below the form is a navigation bar with four icons and labels: a house icon for "Home", a document icon for "Directory", a flowchart icon for "Workflow", and a person icon for "Me".

← Safety 🔔

Type:
Hazard ▼

Hazard Category:
Select Hazard Category ▼

Title:
Enter Title

Description:
Enter Description

Location:
Select Location ▼

Attachment:
Choose File No file chosen

Submit

Home Directory Workflow Me

3. Tap Choose a Category to select a category (options are determined by Type from step 2)

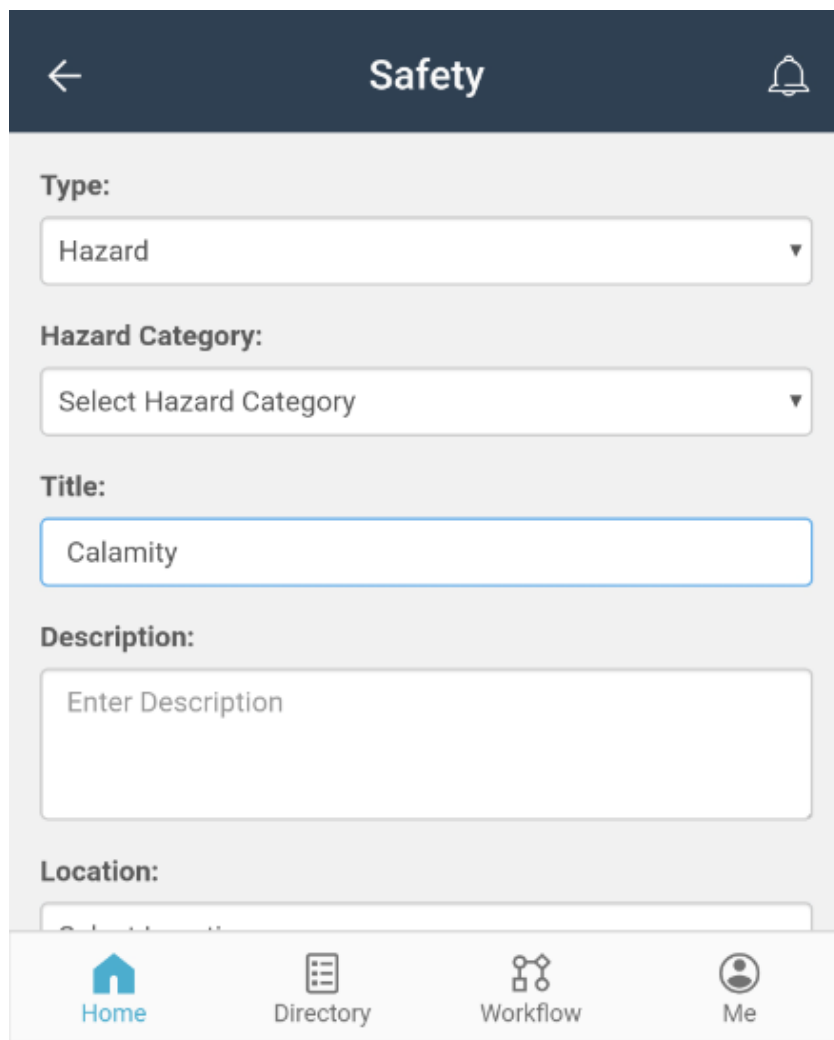
The screenshot shows a mobile application interface for a 'Safety' form. The form is titled 'Safety' and has a back arrow and a bell icon in the top bar. The form fields are as follows:

- Type:** A dropdown menu with the text 'Select Type'.
- Category:** A dropdown menu with the text 'Choose a Category'.
- Title:** A text input field with the placeholder text 'Enter Title'.
- Description:** A text input field with the placeholder text 'Enter Description'.
- Location:** A dropdown menu with the text 'Select Location'.
- Attachment:** A button labeled 'Choose File' and the text 'No file chosen'.

A modal is open for the 'Category' field, showing three options:

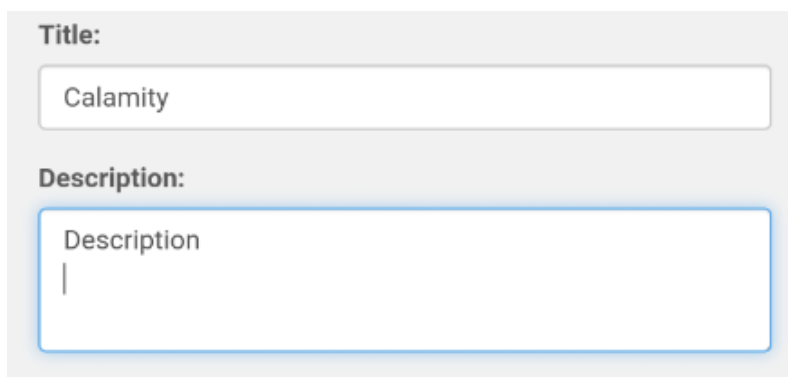
- ☒ Select Type
- ☐ Hazard
- ☐ Incident

4. Tap Enter Title to enter a title for the Safety/Hazard incident



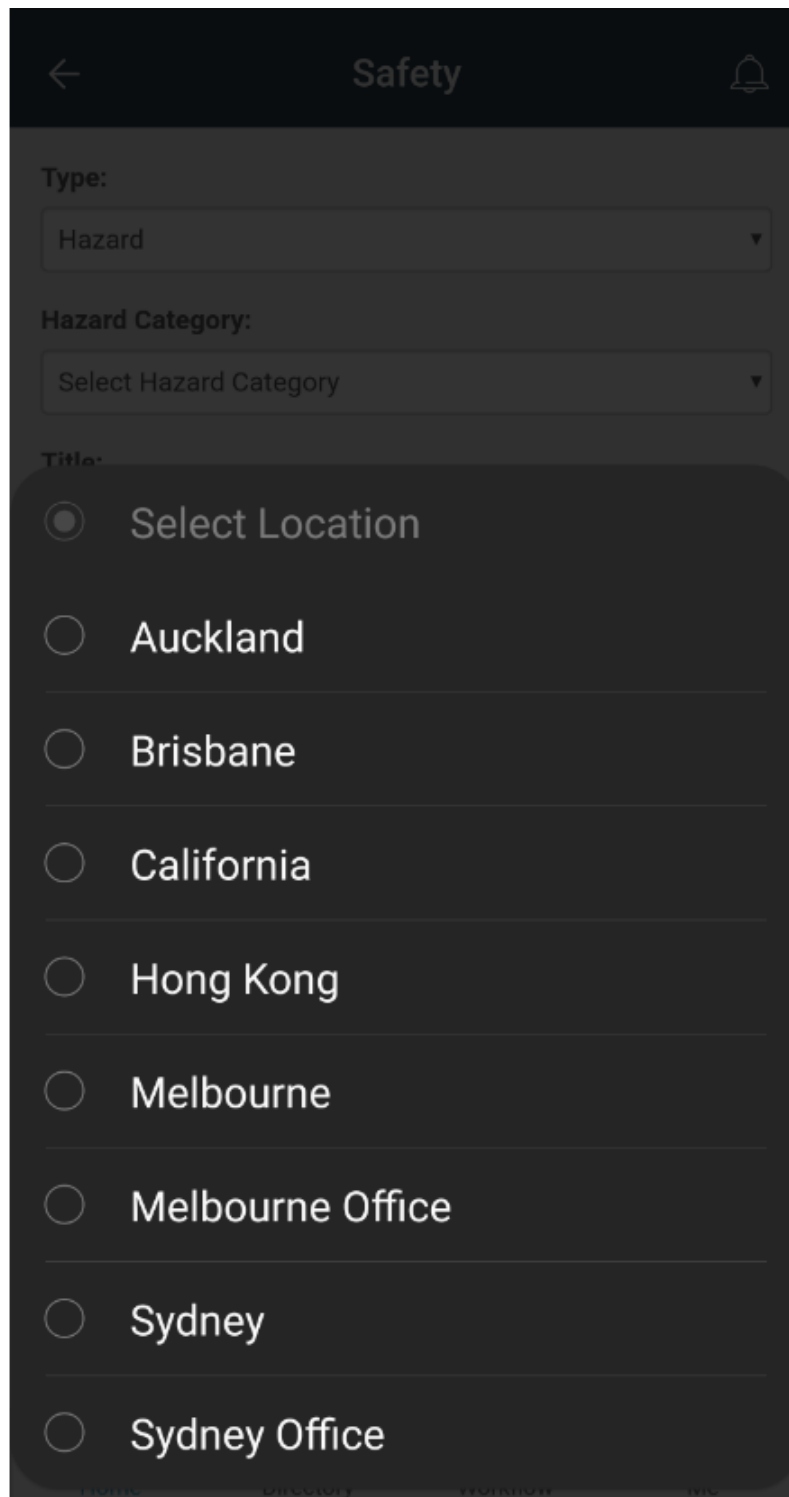
A screenshot of a mobile application interface for reporting a Safety incident. The top header is dark blue with a back arrow on the left, the word "Safety" in the center, and a bell icon on the right. Below the header, the form is organized into sections: "Type:" with a dropdown menu showing "Hazard"; "Hazard Category:" with a dropdown menu showing "Select Hazard Category"; "Title:" with a text input field containing "Calamity"; "Description:" with a large text input field containing the placeholder "Enter Description"; and "Location:" with a text input field. At the bottom, there is a navigation bar with four icons and labels: "Home" (house icon), "Directory" (list icon), "Workflow" (network icon), and "Me" (person icon).

5. Tap Enter Description to enter a description



A close-up screenshot of the "Description:" section of the form. It shows a text input field with the placeholder text "Description" and a vertical cursor at the beginning of the line. The field is highlighted with a blue border.

6. Tap Select a Location to set a location from a drop-down list



The screenshot shows a mobile application interface for a 'Safety' section. At the top, there is a dark header bar with a back arrow on the left, the word 'Safety' in the center, and a bell icon on the right. Below the header, the form is divided into sections. The first section is labeled 'Type:' and contains a dropdown menu with 'Hazard' selected. The second section is labeled 'Hazard Category:' and contains a dropdown menu with 'Select Hazard Category' selected. The third section is labeled 'Title:' and contains a list of location options, each with a radio button. The first option, 'Select Location', is selected. The other options are 'Auckland', 'Brisbane', 'California', 'Hong Kong', 'Melbourne', 'Melbourne Office', 'Sydney', and 'Sydney Office'. The bottom of the screen shows a standard Android navigation bar with icons for back, home, and recent apps.

← Safety 🔔

Type:

Hazard ▼

Hazard Category:

Select Hazard Category ▼

Title:

- ☒ Select Location
- ☐ Auckland
- ☐ Brisbane
- ☐ California
- ☐ Hong Kong
- ☐ Melbourne
- ☐ Melbourne Office
- ☐ Sydney
- ☐ Sydney Office

7. Tap Choose file if you need to select an attachment

Attachment:

Choose File No file chosen

8. Tap Submit

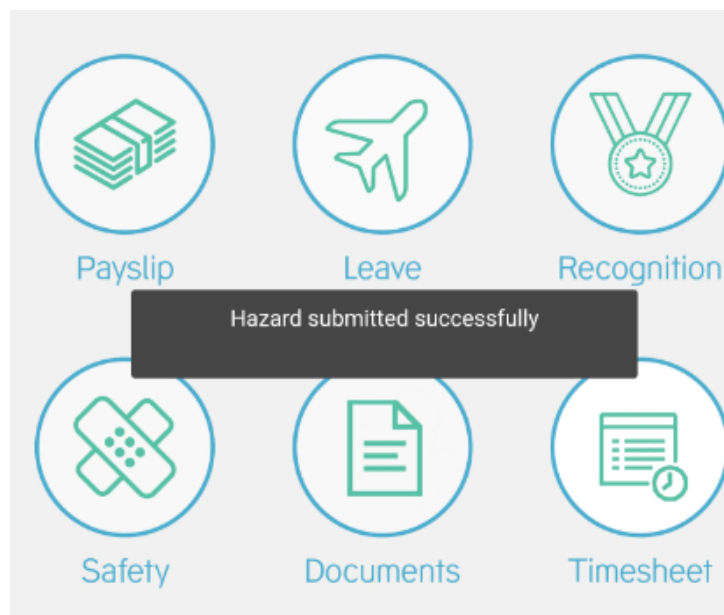
Location:

Sydney ▼

Attachment:

Choose File No file chosen

Submit



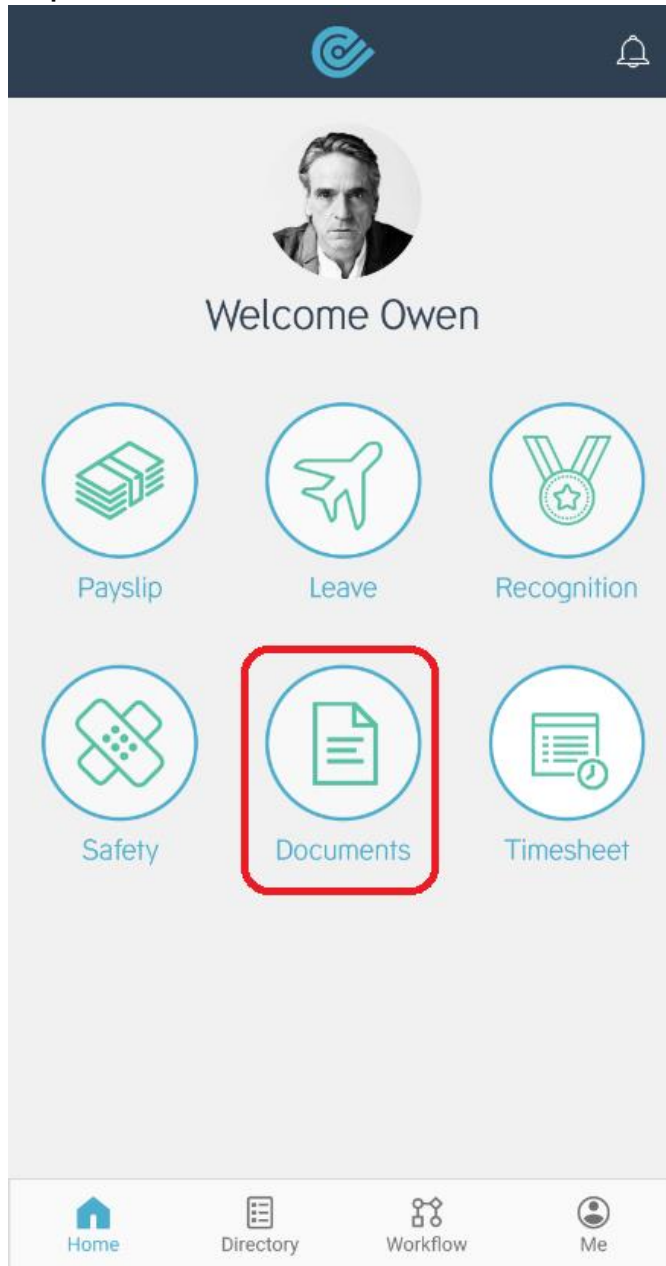
Notification for successfully submitting a safety incident is seen.

8 - Documents

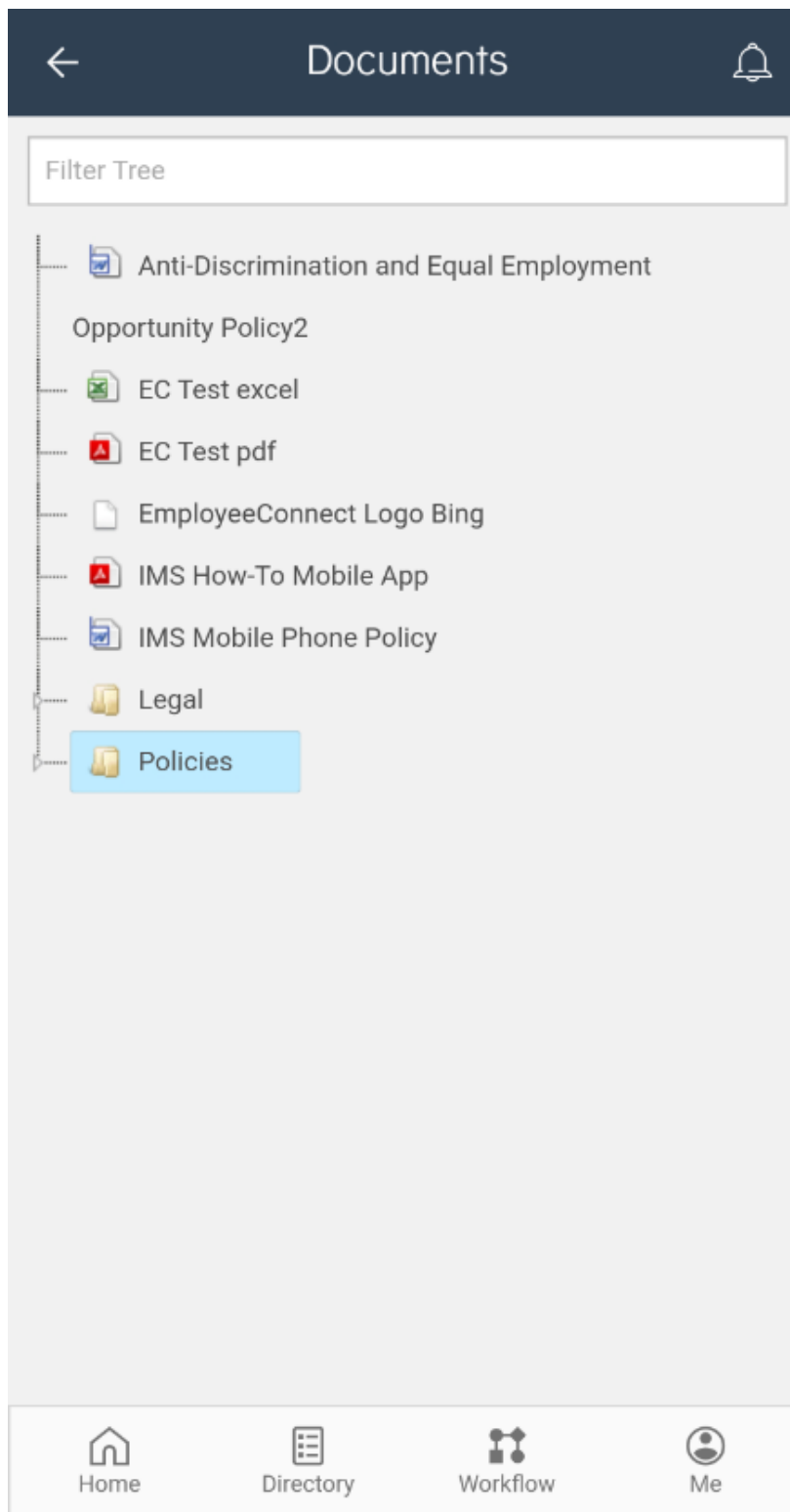
Users can view different documents as seen on the EmployeeConnect web portal in the mobile app. These are seen on the web portal from Home > Company side menu > Documents.

How to view Documents from the mobile app

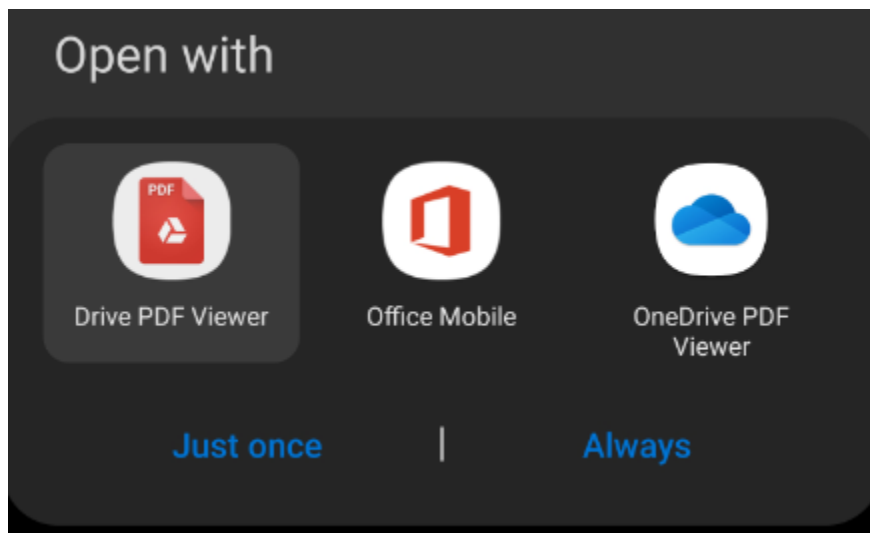
1. Tap Documents from the home screen



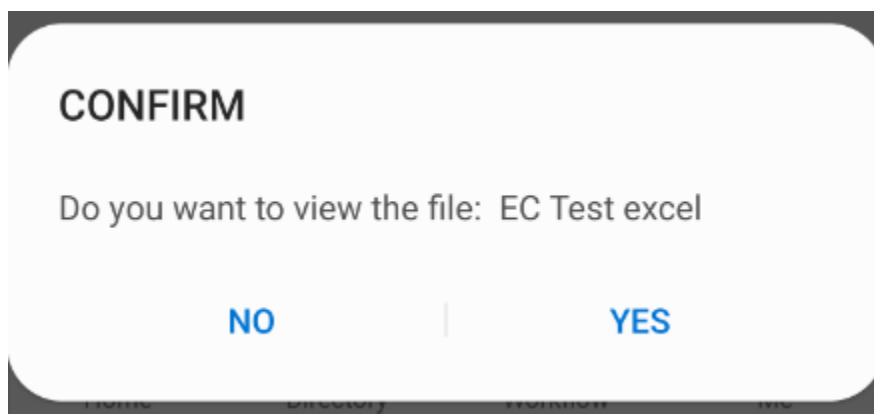
2. Tap a specific document to download the file



3. Select a local application to view the document



4. Confirm the action



5. File will be displayed using the local app selected

9 - Timesheet

Users can clock in their hours from the module. Timesheets submitted can also be viewed from the timesheets module. We will show you how easy it is to view your timesheets and submit/clock in your hours.

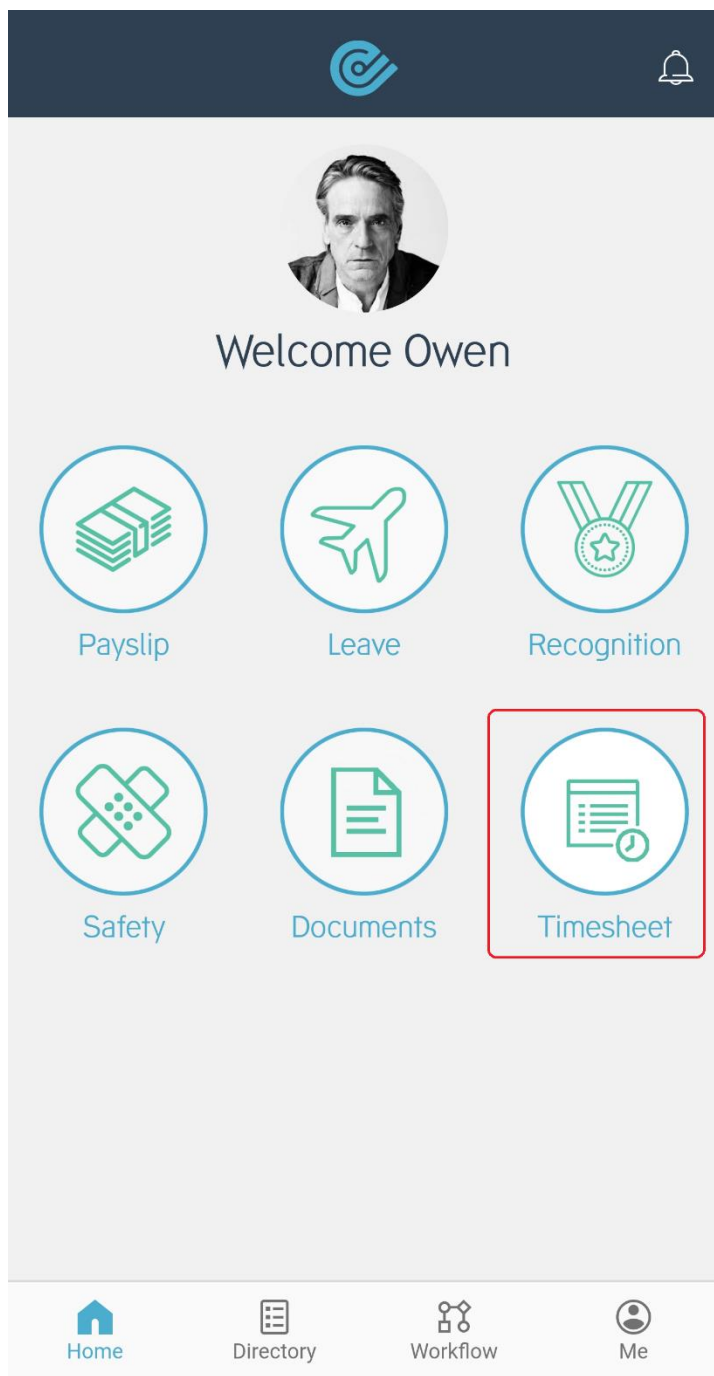
Please note the information listed below, we have to make sure they are configured correctly in the EmployeeConnect web portal to prevent issues with clocking in time using the mobile app or the timesheets module for that matter.

- User must have an active Employment agreement
- Agreement must have a Pay group
- Pay period - date range must cover current date employee is clocking in e.g. clocking in for January 2, 2019, Pay period must include January 2, 2019.
- User must be assigned an active Employment group
- User must be assigned within a Workgroup with a work pattern
- Users Agreement record status must be active

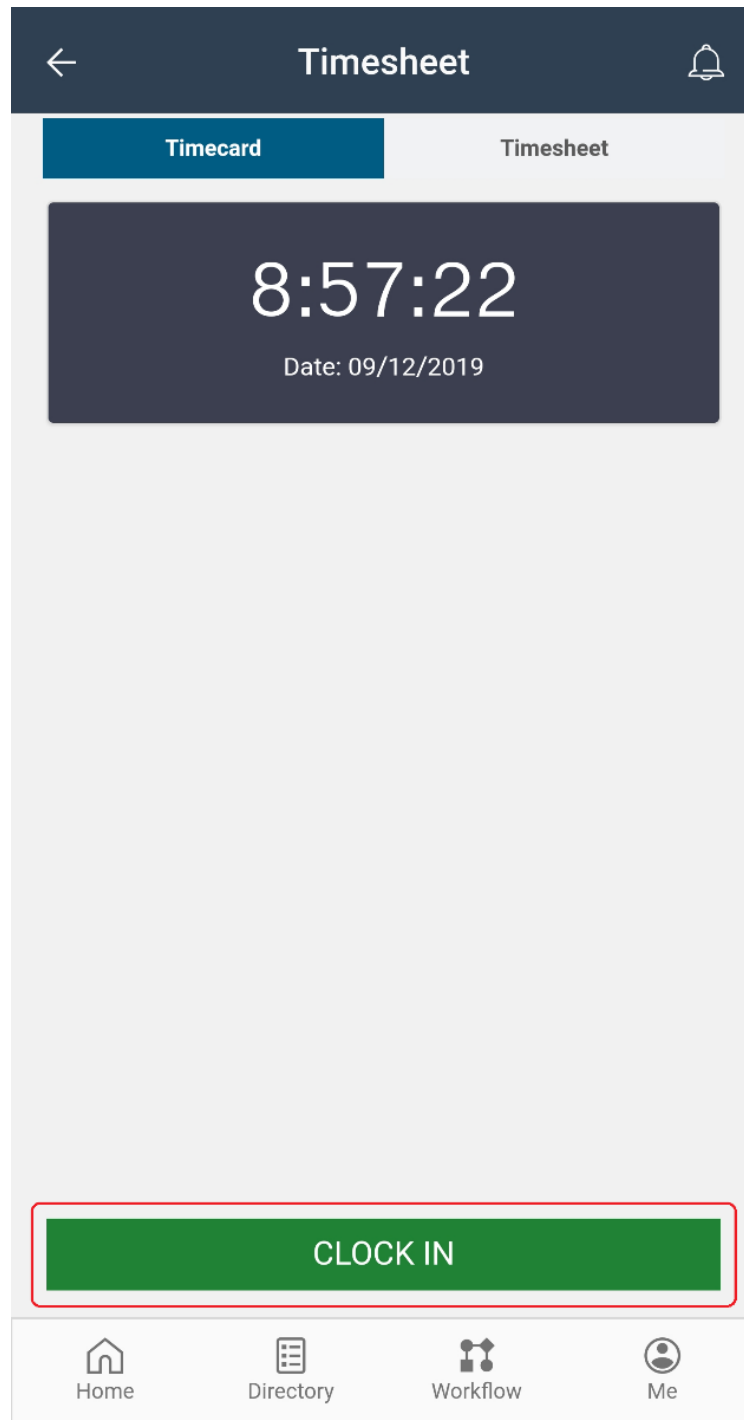
The steps above also help in troubleshooting issues encountered on the application Timesheet module. Double check the points above, it may save you time from contacting or logging a support ticket in the support portal.

How to Clock in your Hours

1. Tap Timesheet from the home screen



2. Tap the 'CLOCK IN' button

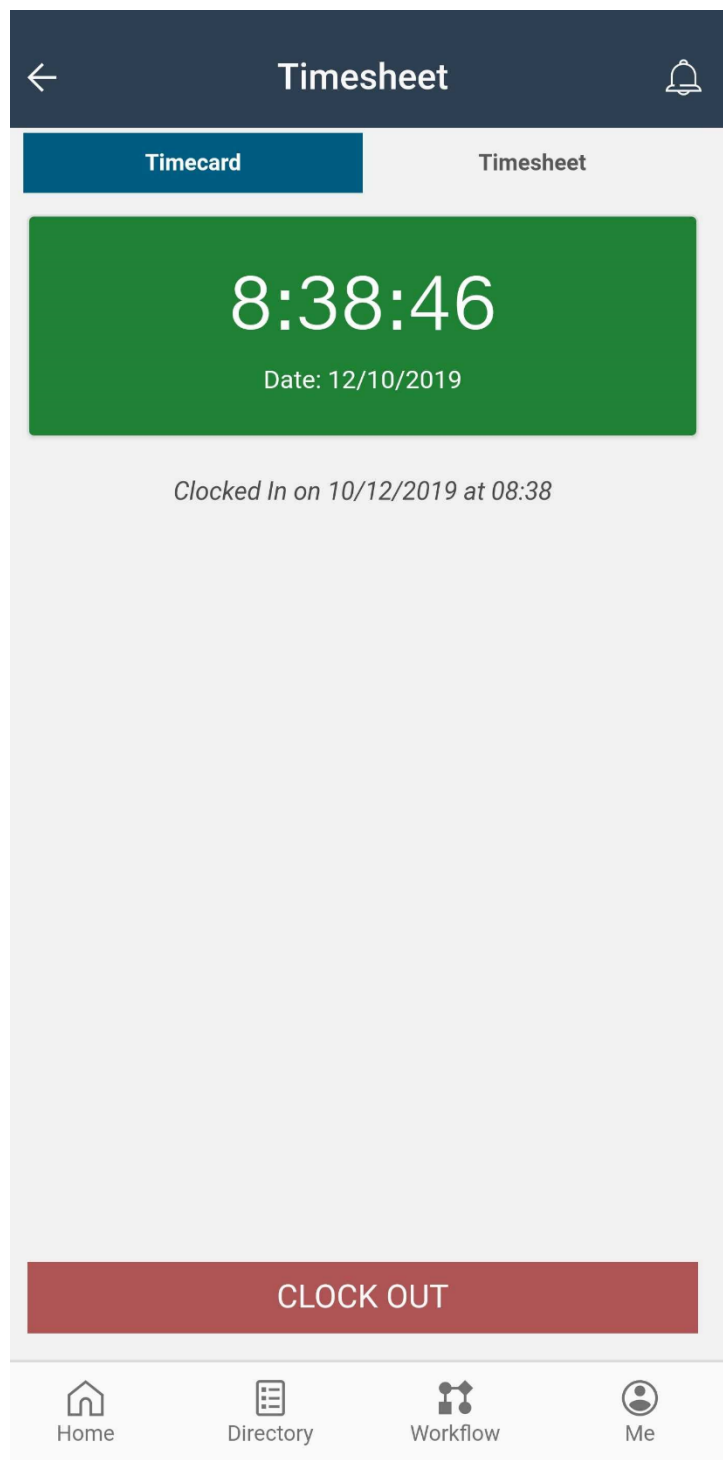


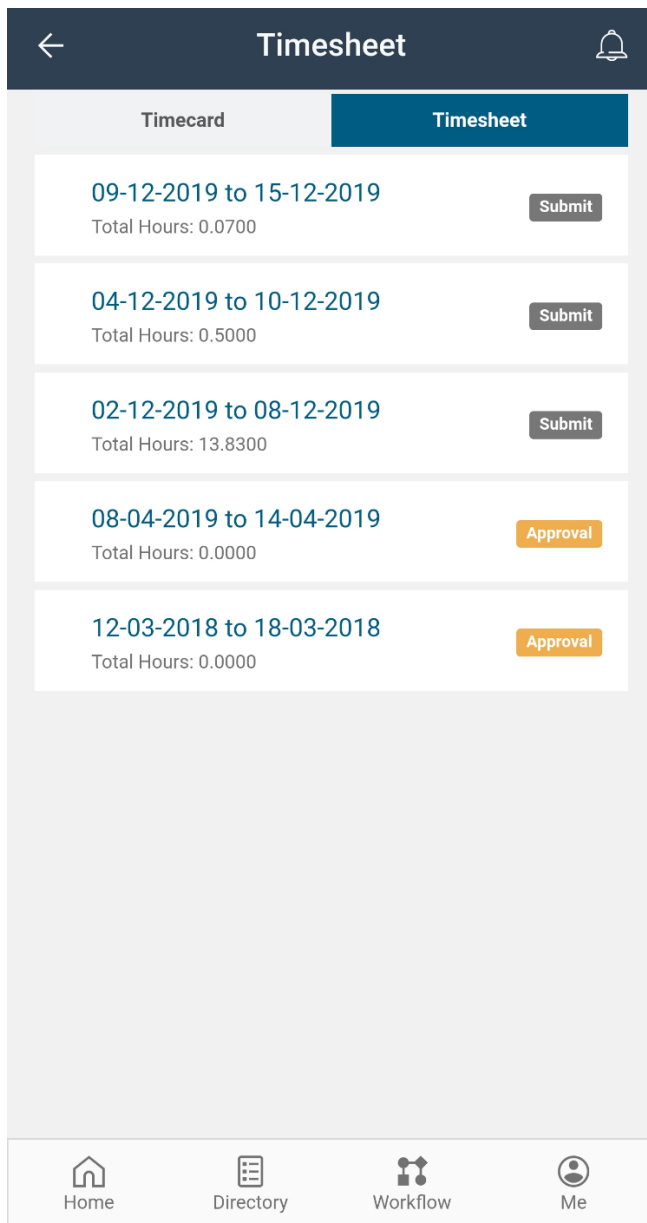
This will 'Clock' the current time as the start time of your time entry.

The 'CLOCK IN' button turns into 'CLOCK OUT', tapping it again will clock you out with the current time shown on screen essentially clocking you out and serve as the end time of you're the current

time entry.



3. Tap Timesheet tab to see the list of timesheets






Latest timesheet with your entry will be seen on the top. This directly reflects the pay period setup for you. You can choose to submit the timesheet from here or view the time entries first, steps are described on the next page.

4. Tap the specific Timesheet to view.

**Timesheet**





Hunt, Owen
Director of Medicine


Period Coverage	09-12-2019 to 15-12-2019
Status	Submit
Total Hours	0.0700
Work Type	
Pay Frequency	
Comments	


[View Time Entries](#)

[Submit Timesheet](#)


Home

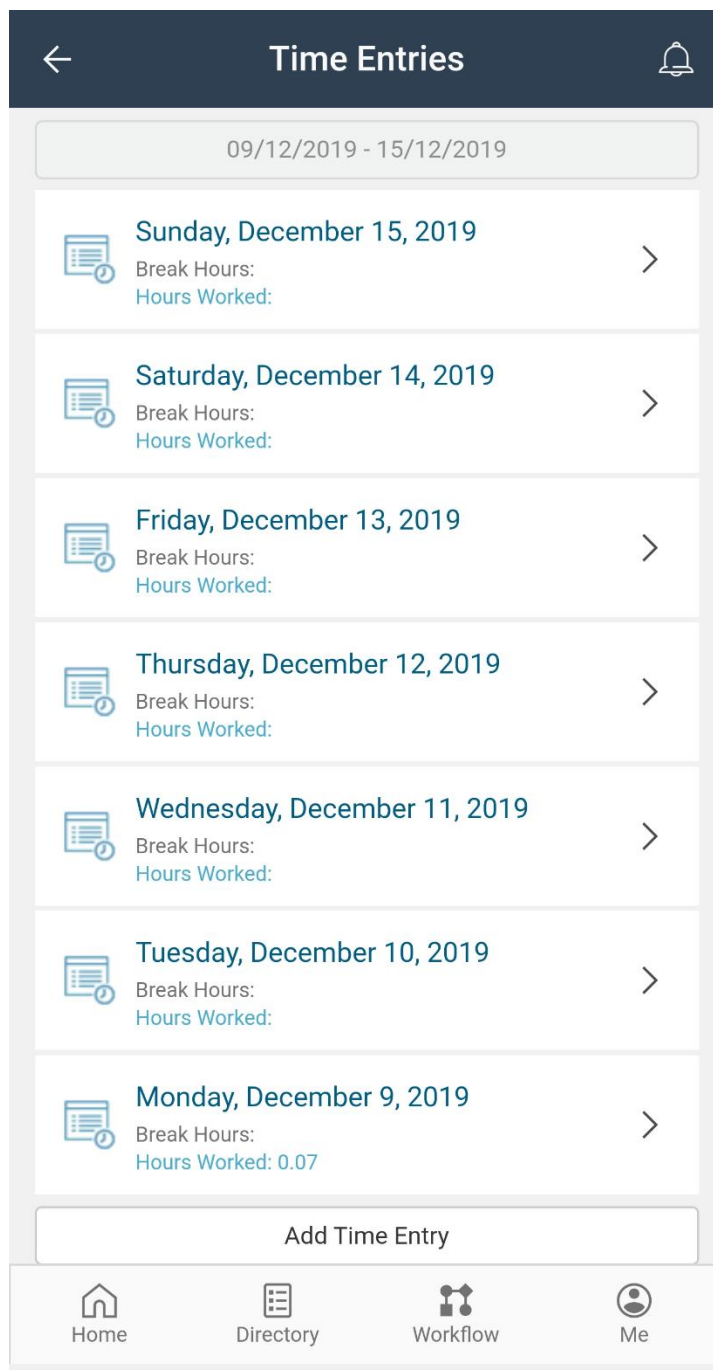

Directory


Workflow


Me

The timesheet details are displayed on the screen like Period coverage, timesheet status, total hours logged etc.

5. Tap View Time Entries

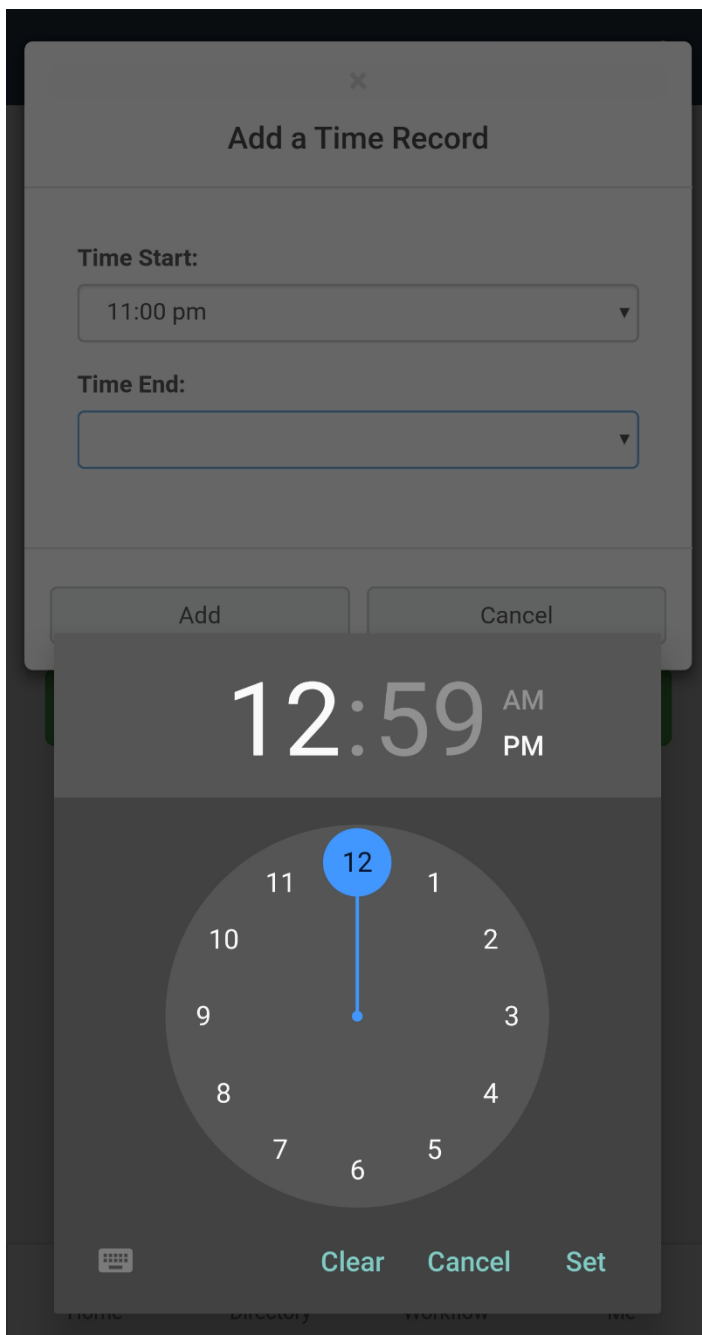


- a. You can add a new time entry by tapping 'Add Time Entry'

- b. Tap Date to select a date from the drop down, Time Entry screen will be displayed

The screenshot shows the 'Time Entry' screen of a mobile application. At the top, there is a dark blue header bar with a back arrow on the left, the title 'Time Entry' in the center, and a bell icon on the right. Below the header, the screen has a light gray background. The first section is labeled 'Date: 2019-12-04'. Below this is a section titled 'Time Records:'. It contains a white input field with the text '10:00 to 10:30' and a blue 'X' icon to its right. Below the input field is a white button with the text 'Add Time Record'. The next section is labeled 'Break Hours:'. It contains a white input field with the number '0'. At the bottom of the main content area is a large green button with the text 'Update Time Entry'. At the very bottom of the screen is a white navigation bar with four icons and labels: 'Home' (house icon), 'Directory' (list icon), 'Workflow' (network icon), and 'Me' (person icon).

Time entry recorded is seen. You can Tap 'Add Time Record' to add another time entry, doing so will display the 'Add a Time Record' screen where you can select a Time Start and Time End date.



Tap the Set button after selecting the time from the clock.
Remember to tap the Add button to add the time entry.

Tap Update Time Entry button to update the time entry. You will be able to see the time entry added to the list.

Tap Update Time Entry button to update the time entry. You will be able to see the time entry added to the list.

The screenshot displays the 'Time Entry' screen in a mobile application. At the top, a dark blue header bar contains a back arrow, the title 'Time Entry', and a notification bell icon. Below the header, the date 'Date: 2019-12-04' is shown. Under the 'Time Records:' section, there are two entries: '10:00 to 10:30' and '23:00 to 12:00', each with a blue 'X' icon for removal. An 'Add Time Record' button is positioned below these records. The 'Break Hours:' section features a text input field containing the number '0'. A dark grey toast message in the center reads 'Time Entry updated successfully!'. At the bottom of the main content area is a large green button labeled 'Update Time Entry'. The bottom of the screen features a navigation bar with four icons and labels: 'Home' (house icon), 'Directory' (list icon), 'Workflow' (network icon), and 'Me' (person icon).

6. Tap the Submit Timesheet button after reviewing the entries

The screenshot displays the 'Timesheet' screen in a mobile application. At the top, a dark blue header bar contains a back arrow, the title 'Timesheet', and a notification bell icon. Below the header, the user's profile is shown with a circular photo of Owen Hunt, his name 'Hunt, Owen', and title 'Director of Medicine'. A table-like section follows, displaying the following information:

Period Coverage	09-12-2019 to 15-12-2019
Status	Submit
Total Hours	0.0700
Work Type	
Pay Frequency	
Comm	

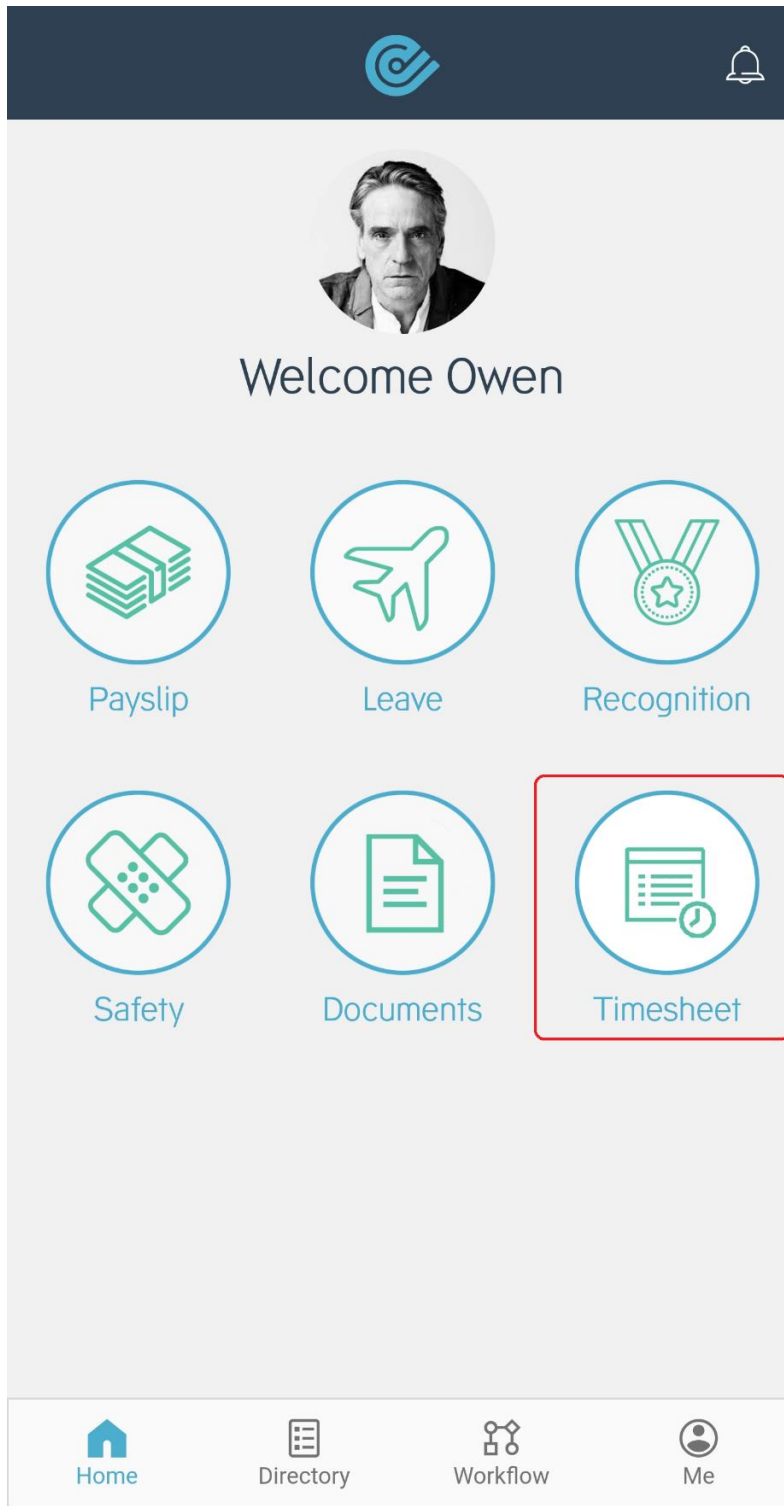
A dark grey toast message box is overlaid on the 'Comm' row, stating 'Timesheet submitted successfully'. Below this, there is a light grey button labeled 'View Time Entries' and a large green button labeled 'Submit Timesheet'. At the bottom of the screen is a navigation bar with four icons and labels: 'Home' (house icon), 'Directory' (list icon), 'Workflow' (network icon), and 'Me' (person icon).

Note:

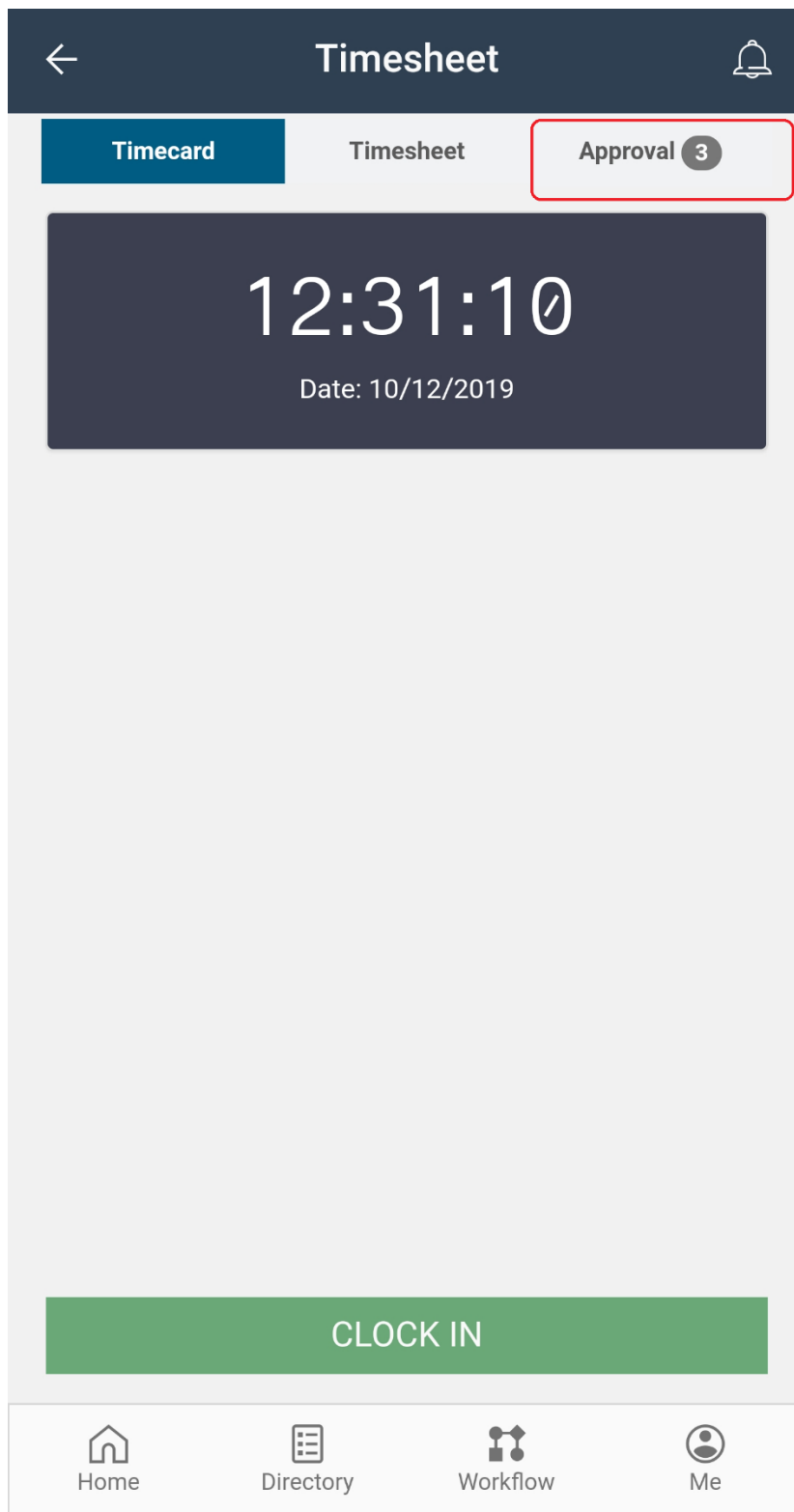
A timesheet will not be created for a previous pay period when a user misses to clock in at least once for that pay period. Please access the web platform to add the time entries/timesheet from there instead.

How to Approve/Reject Leave Timesheet Requests

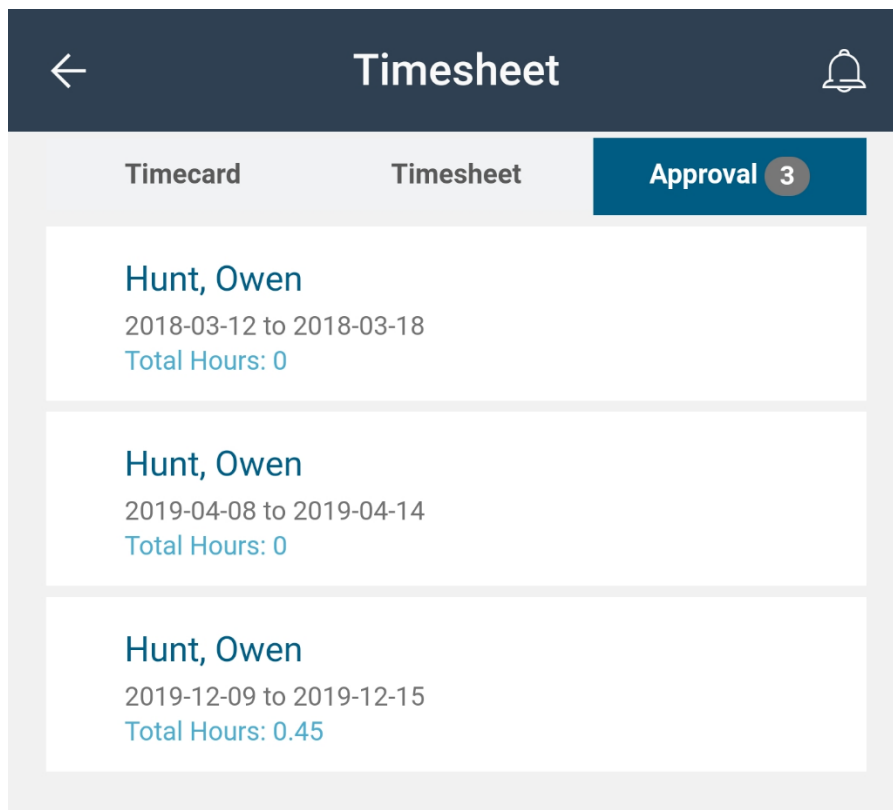
1. As Manager click Timesheet from the home screen




2. Tap the Approval tab




3. The next screen will list Timesheets waiting for your action




4. Tap on a Timesheet to approve/reject



Timesheet Approval





Hunt, Owen

Director of Medicine

Period Coverage

2019-12-09 to 2019-12-15

Status

Approval

Total Hours

0.4500

Work Type

Pay Frequency


Comments


Enter comments


View Time Entries


Reject

Approve

Home

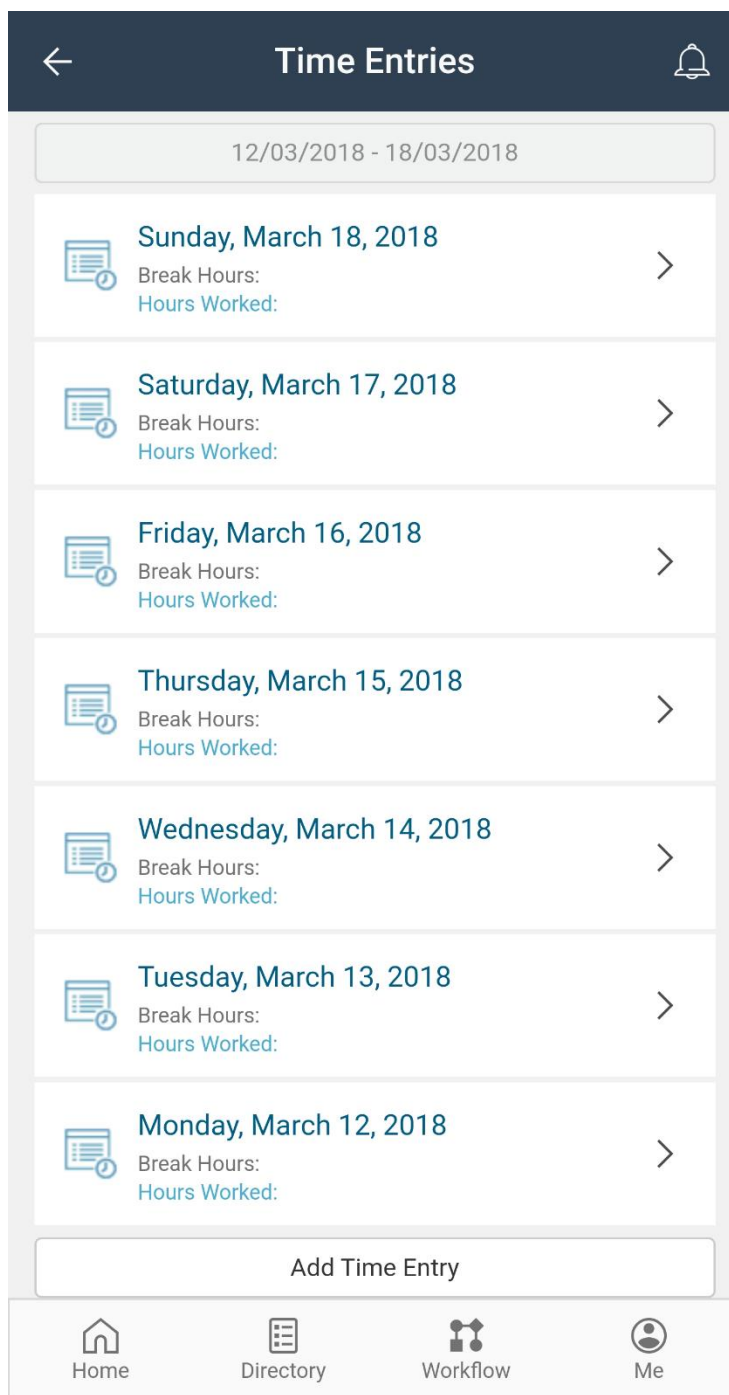
Directory

Workflow

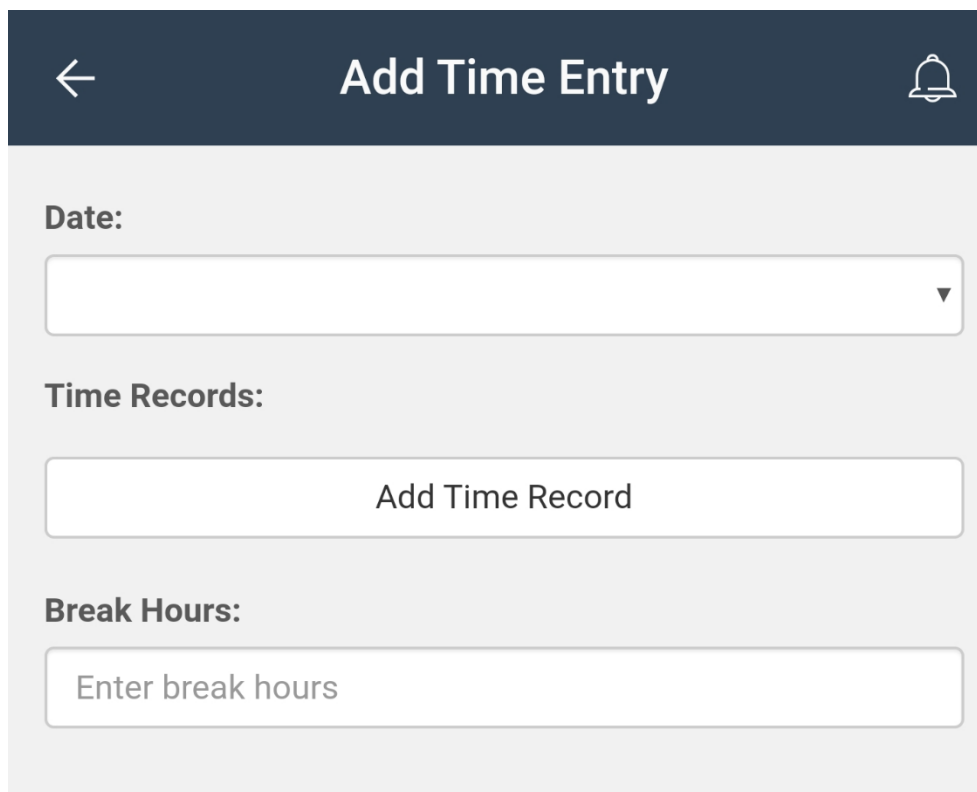
Me

5. Tap View Time Entries to review the time entries

View Time Entries



- a. You can edit the time entries for corrections
- b. You may also add a time entry for an employee in his behalf



The screenshot shows a mobile application interface for adding a time entry. At the top is a dark blue header bar with a white back arrow on the left, the title "Add Time Entry" in the center, and a white bell icon on the right. Below the header, the screen has a light gray background. The first section is labeled "Date:" and contains a white rectangular dropdown menu with a small downward arrow on the right. The second section is labeled "Time Records:" and contains a white rectangular button with the text "Add Time Record" in the center. The third section is labeled "Break Hours:" and contains a white rectangular input field with the placeholder text "Enter break hours".

As with adding a regular time entry, you can select a date from the drop down and tap on the add time record to pick the start and end date information. Always remember to tap the update Time Entry button to save the time records.

6. Tap the 'Approve' button to approve the timesheet or 'Reject' if otherwise.

The screenshot shows a mobile app interface for 'Timesheet Approval'. At the top is a dark blue header with a back arrow, the title 'Timesheet Approval', and a bell icon. Below the header is a profile section for 'Hunt, Owen', Director of Medicine, featuring a circular profile picture. The main content area contains several rows of information: 'Period Coverage' (2019-12-09 to 2019-12-15), 'Status' (Approval), 'Total Hours' (0.4500), 'Work Type', and 'Pay Frequency'. Below this is a 'Comments' section with a text input field labeled 'Enter comments'. A 'View Time Entries' button is located below the comments field. At the bottom are two large buttons: a red 'Reject' button and a green 'Approve' button.

Period Coverage	2019-12-09 to 2019-12-15
Status	Approval
Total Hours	0.4500
Work Type	
Pay Frequency	

Comments

Enter comments

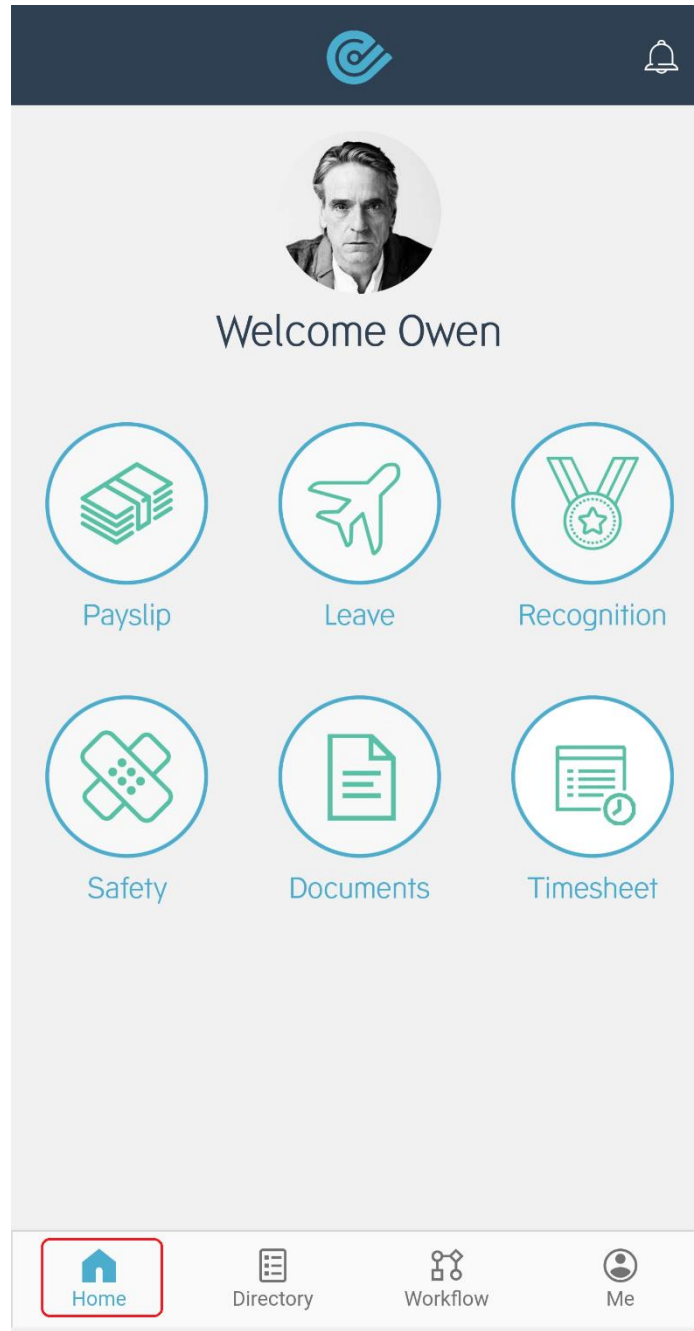
View Time Entries

Reject Approve

The approval tab will only appear for security groups with the proper access setting to approve or reject requests. Also note that since we only have Timesheet requests on the mobile app, we will only see timesheet request approvals here as well.

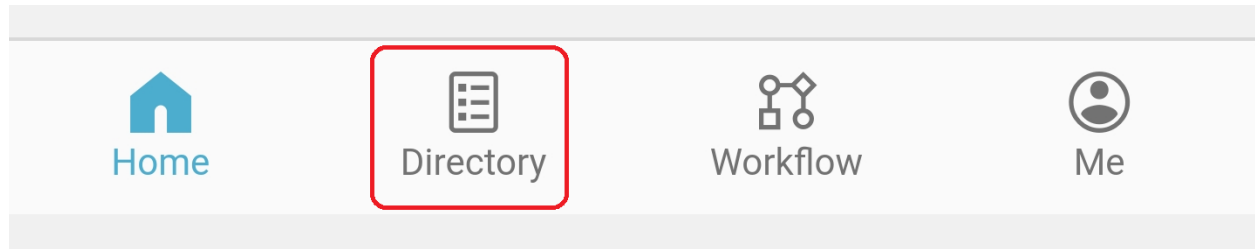
10 - Home

The EmployeeConnect mobile app allows you to quickly revert to the home screen, this is done by tapping the Home icon while on any page or screen in the application. Let's say you are on the timesheets module and want to go back to the home screen to log a recognition, tap the Home icon and you will be redirected to the home screen.

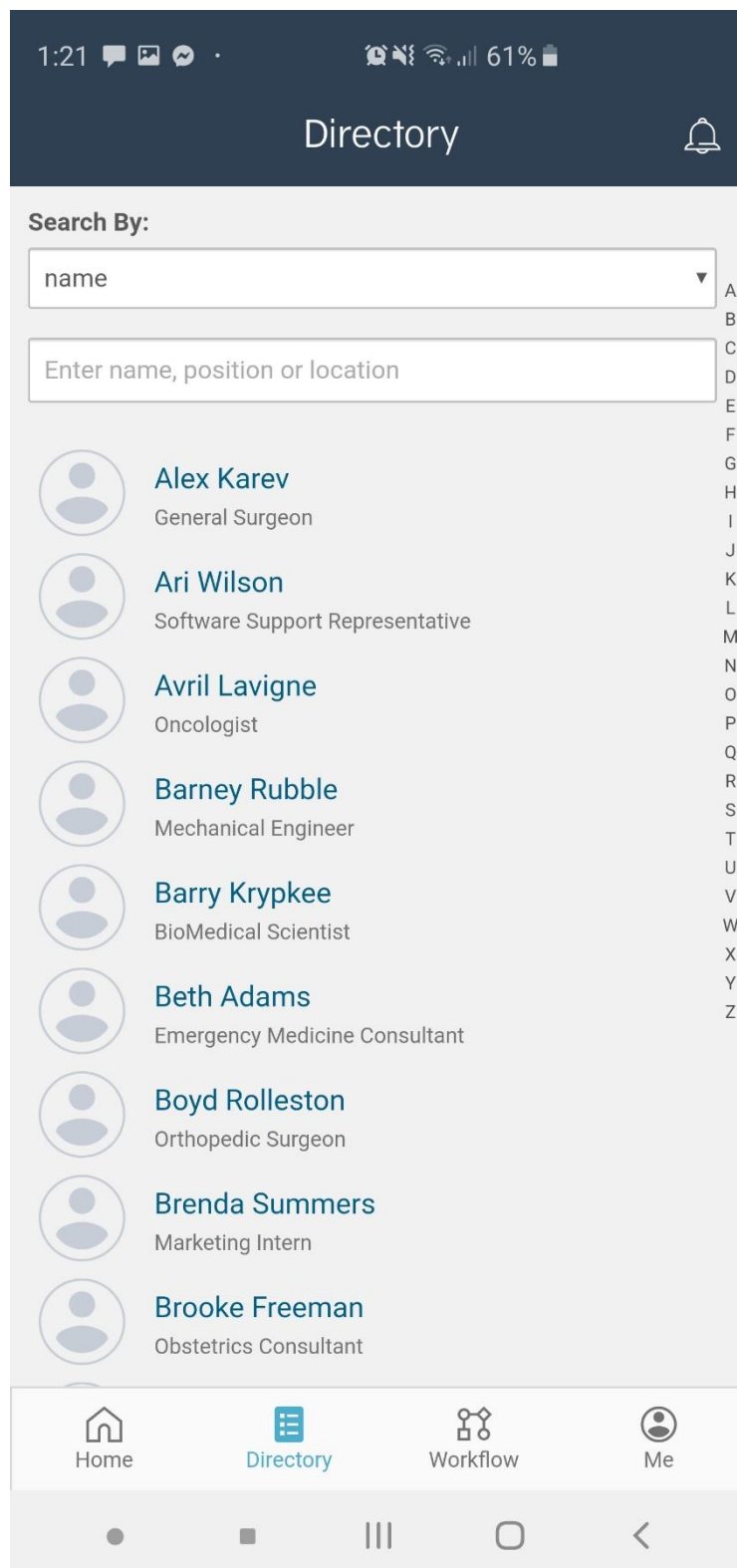


10 - Directory

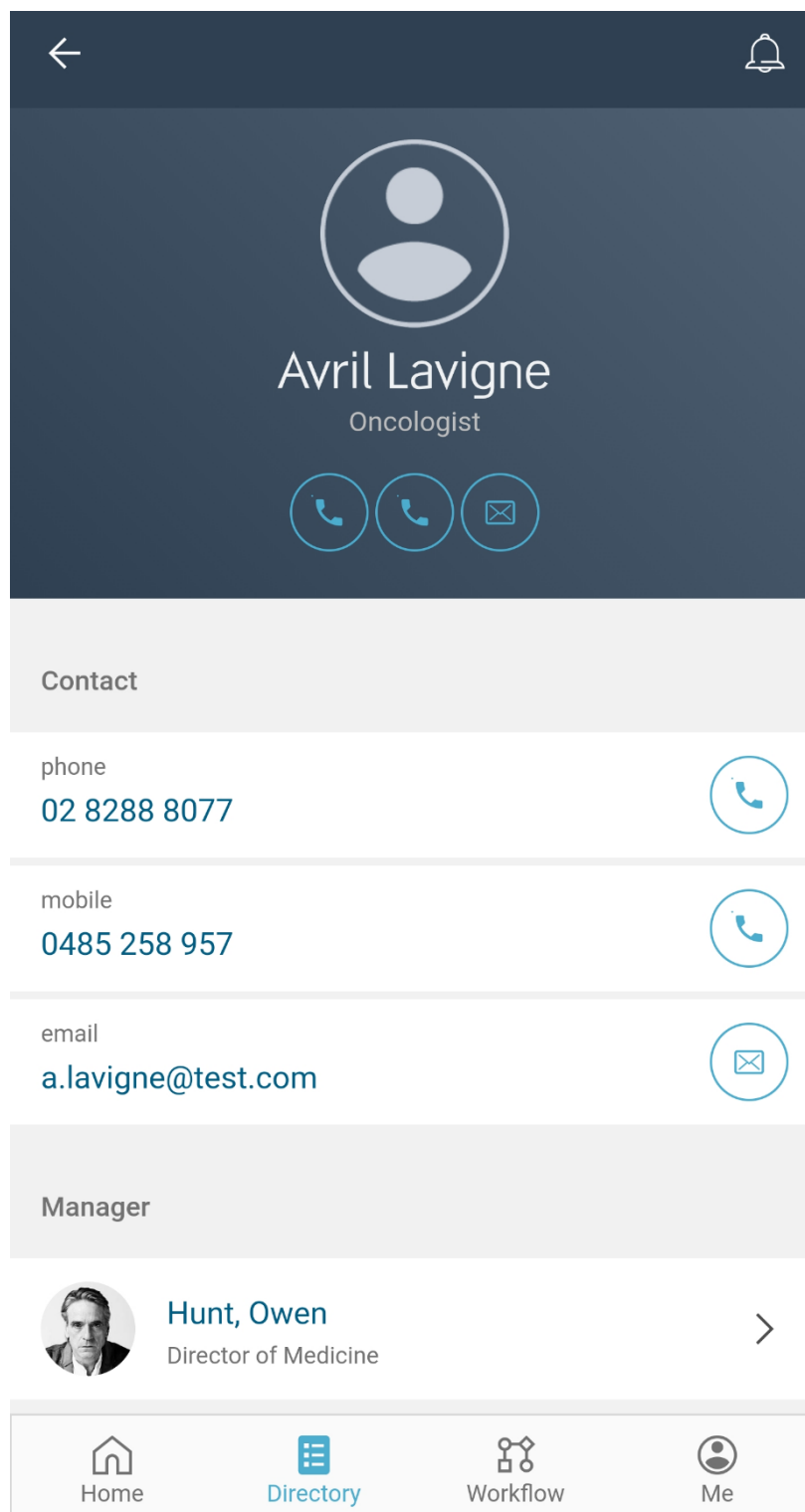
The directory icon redirects you to a list of the employees and their titles. You can use the search feature to quickly find a contact from this screen.



Here's the list of employees accessed after tapping on the Directory icon.

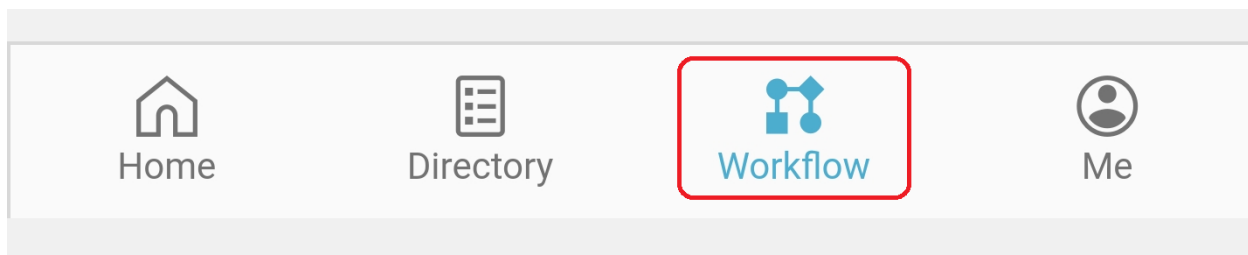


Few more information about the resource can be seen when you tap on the name as seen below.

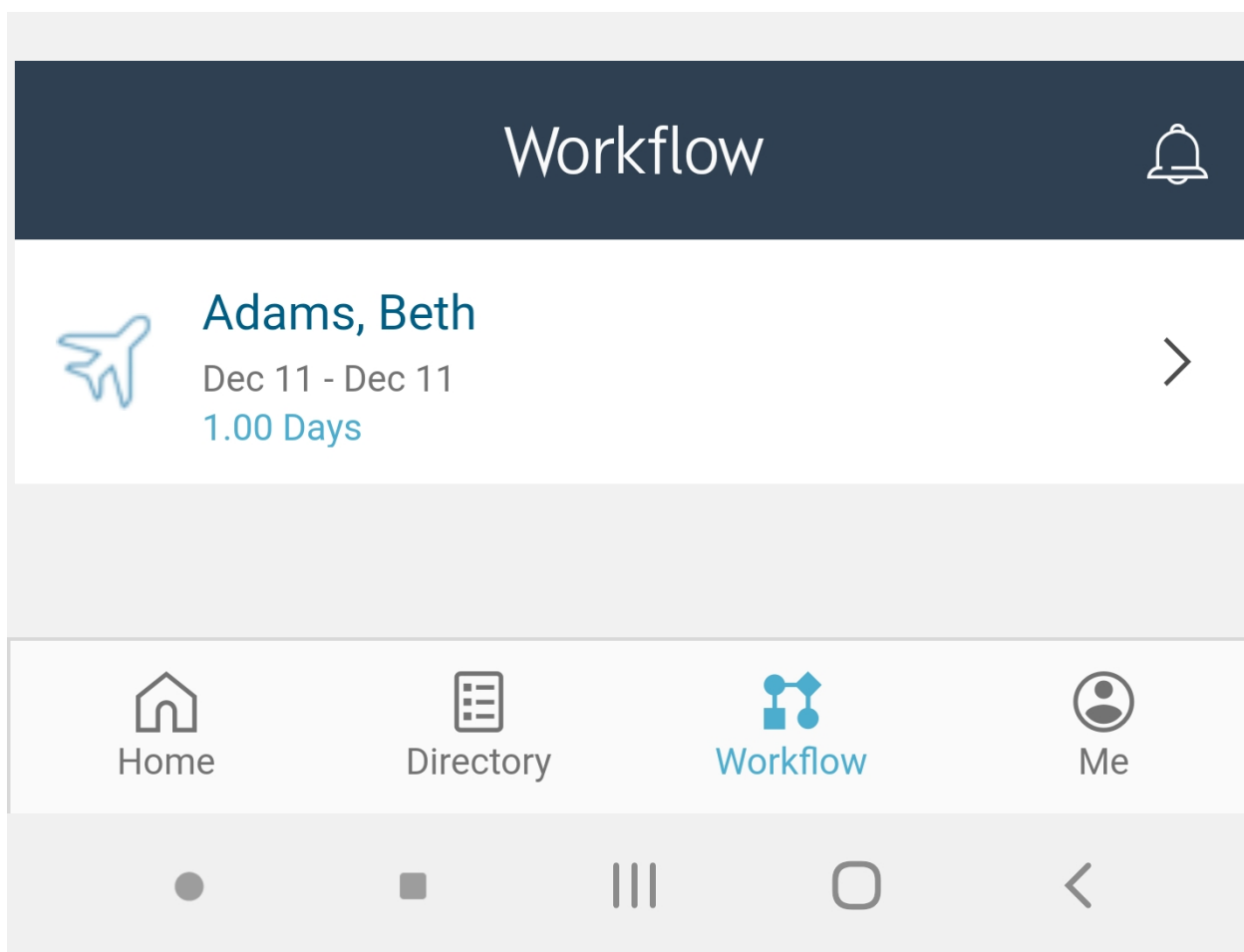


11 - Workflow



You can quickly access workflow pending your actions from the workflow module. Just tap on the Workflow button, this will redirect you to a list of workflows you need to check and work on.




Here is a sample of a leave workflow submitted for the managers approval.



Simply tap on the workflow listed on the screen, in this sample from Adams, Beth to open the next screen showing the approval or reject options.

 Workflow Details 







Adams, Beth
Emergency Medicine Consultant

Status	pending
Workflow ID	1091
Workflow Type	Annual
Start Date	2019-12-11
End Date	2019-12-11
Units	1.00 Days
Date Submitted	2019-12-09
Comments	

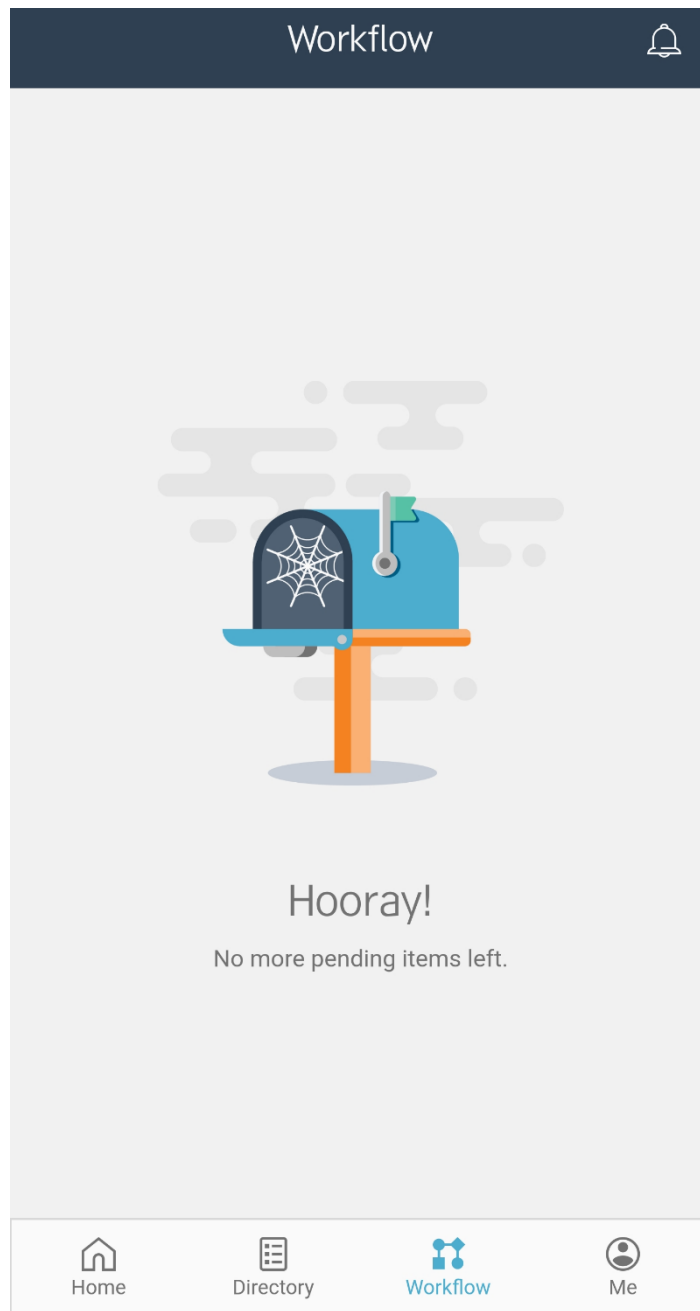
Reject

Approve

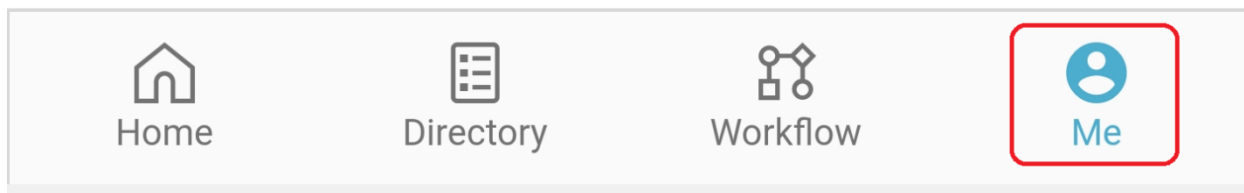
 Home  Directory  Workflow  Me

Note: Workflow approvals are based on your security group. A user under the 'Employee' security group may not see the leave requests as it is mostly Managers who have this access. Please consult your system administrator if you have questions regarding your access privileges.

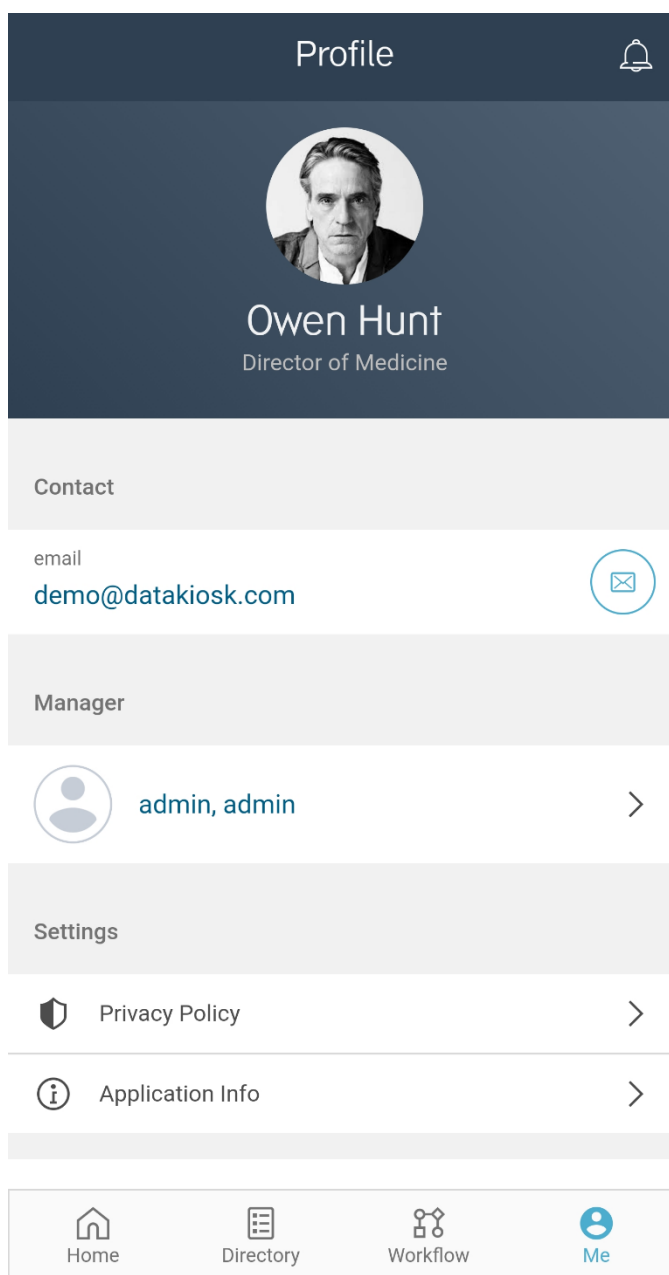
The screen below is displayed if you have no workflows to take action on.



13 - Me



You can access your information by tapping on the Me icon. Information such as your email, manager info and privacy settings can be seen here.



Information about the mobile application version and build can be seen here as well. The log out button to sign off the application can be seen at the end of the form.

Rounding Rules

Rounding rules have now been implemented in line with the iOS 4.2.6 and Android v4.2.6 update. The new version of the app is now available on Google Play and Apple store.

We have a few ways to set this up from, follow the steps below to set this up according to your organisations requirements. Please have an Administrator with web access assist with the initial setting.

How to set Rounding Rules in EmployeeConnect (for System Admin)

1. Login
2. Click Advanced > System Management from the top menu
3. Click Configuration > Configuration from the side menu
4. Click Cirrus
5. Click Timesheet Tab
6. Scroll down to the end of the form, find Mobile Round Off Settings

The screenshot shows the 'System Management / Configuration / Config Form' page. At the top, there is a 'Save' button. Below it, the 'Configuration' tab is selected. The 'Configuration ID' and 'Configuration Name' are both set to 'Cirrus'. A navigation bar includes 'Defaults', 'Modules', 'Search View', 'Hierarchy', 'Support', 'Home Page', and 'P'. The 'Timesheet' tab is active. Under 'Timesheet Enabled', there is a checked checkbox. 'Project Based Timesheet Enabled' has an unchecked checkbox. An 'Action' bar contains 'Add Date' and 'Delete Date' buttons. The 'Mobile Round Off Settings' section is highlighted with a red box and contains a 'Round Off Type' dropdown menu and a 'Time Round Off Number (in nearest minutes)' input field with the value '0'.

7. Select the Round off type

There are 3 settings available for Round Off Type.

- **Up** - Rounds up your minute entries UP to the set number when it does not match the exact number

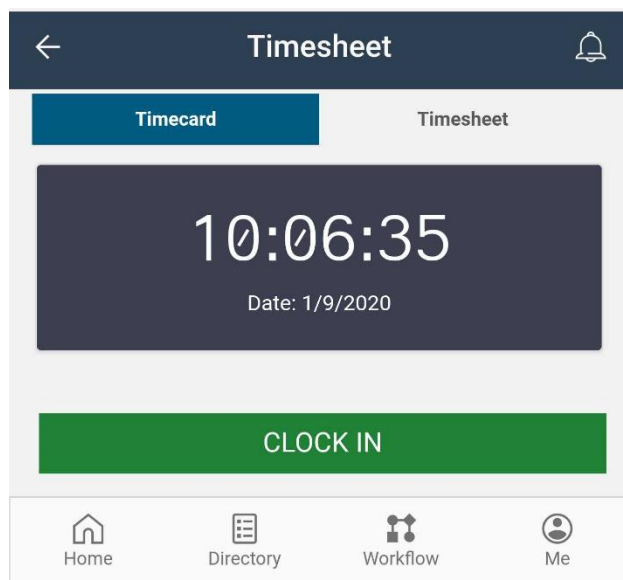
Given the setting of Time Round Off Number (in nearest minutes) = '10'

A user who sets the timer to 8:45 will have the entry listed as 8:50 instead, 9:01 will be 9:10 so on so forth.

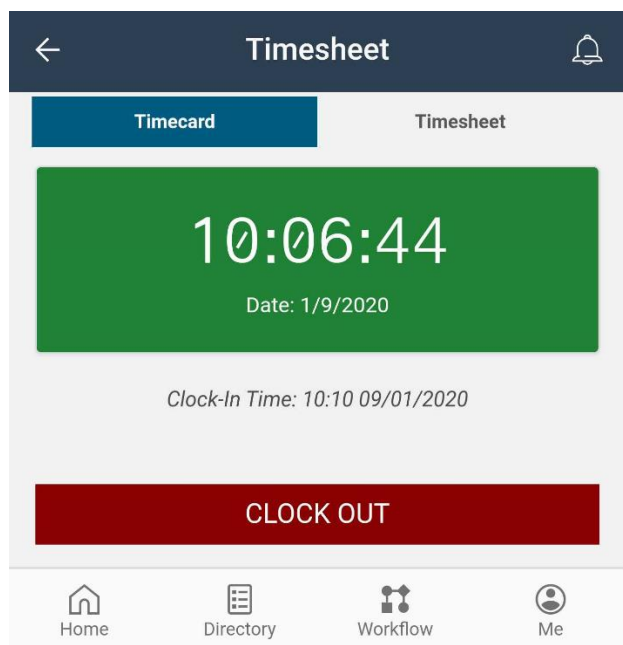
Sample data:

Time shows 10:06:35.

User CLOCKS IN.



Clock in record shows 10:10 since we have the Round Up setting.



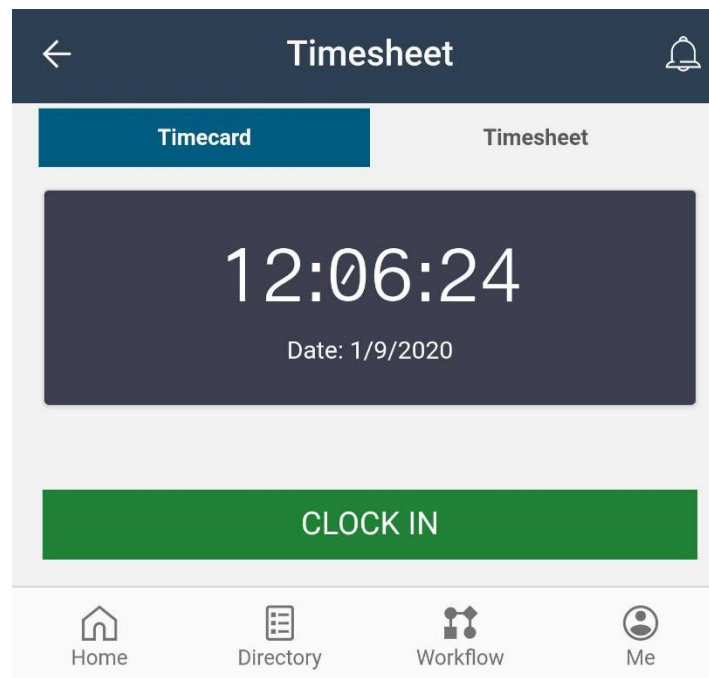
- **Down** - Rounds Down the minutes to the set number if it does not match the whole minute provided.

Given the setting of Time Round Off Number (in nearest minutes) = '10'

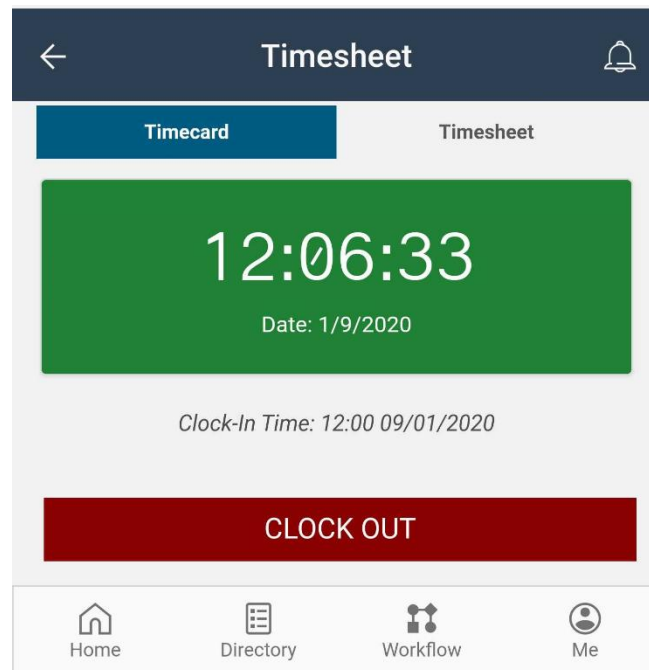
A user who sets the timer to 8:45 will have the entry registered as 8:40 instead. 8:49 will be 8:40 so on and so forth.

See sample below:

Time shows 12:06:24.
User hits CLOCK IN.



Clock In shows 12:00:00 since we have the setting to Round Down.



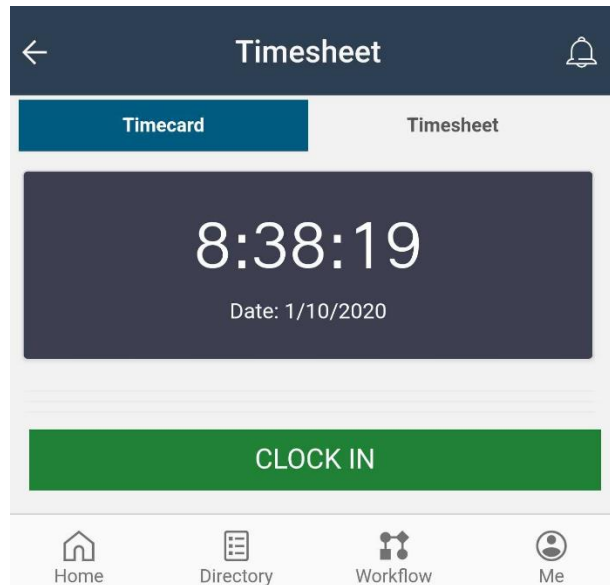
- **Nearest** - Rounds the minutes to the nearest number you set. Note that the system will round numbers $\leq :05$ to $:00$ and $\geq :05:01$ to $:10$

Given the setting of Time Round Off Number (in nearest minutes) = '10'

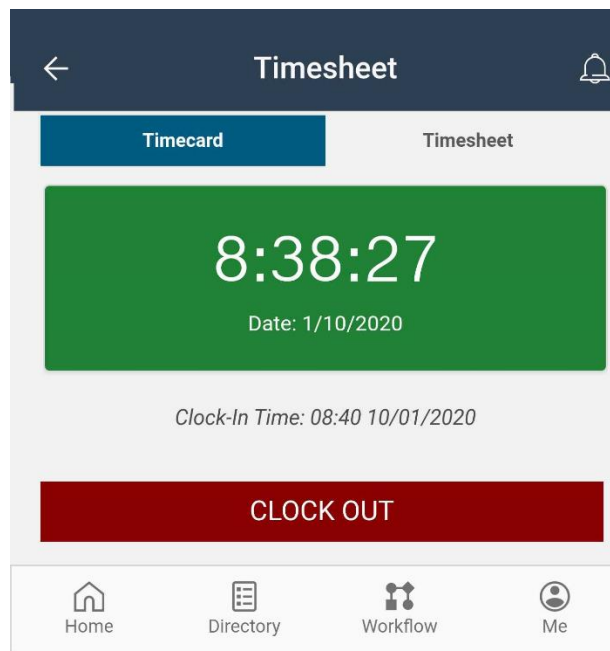
A user who sets the timer to 8:45 will have the entry registered as 8:40, 8:45:01 as 8:50, 8:46 to 8:50 and so on

- See sample below:

Time shows 8:38:19.
User hits CLOCK IN.



Clock In shows 8:40:00 since we have the setting to Nearest.



8. Set the Time Round Off Number (in nearest minutes), input the number
9. Click Save

Important: Please remember to inform users to log off the mobile app, then log back in for the new settings to take effect.