



Mobile Clocking In, Out (Geofence)

EMPLOYEE ULTI TIME AND ATTENDANCE TRAINING AID

Based on role, location, or department, some Team Members may clock in and out via the mobile app. However, your ability to clock in or out may be restricted by a geofence.

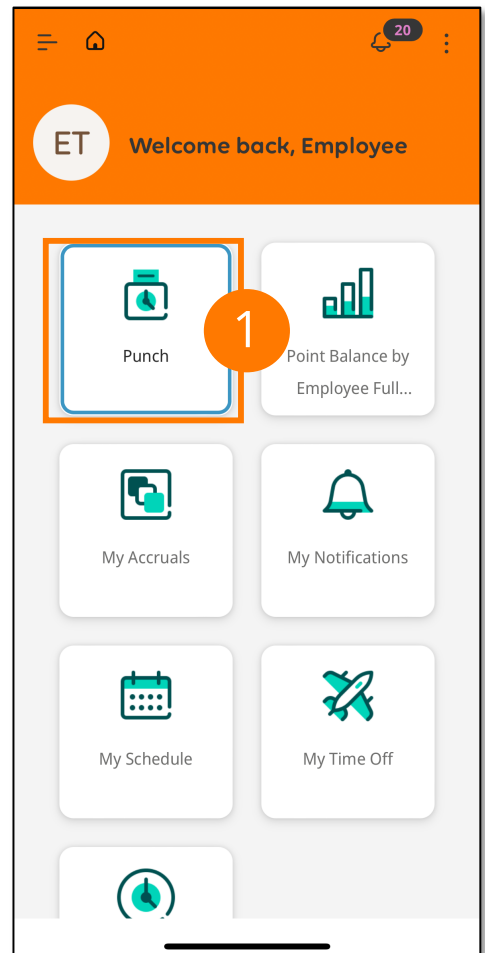
A geofence is a geographic area that is defined by GPS coordinates, such as an office or other work location. Your mobile device can detect its location when you attempt to clock in or out. If you are within the geofence area, the punch will be accepted. If you are outside the area, the punch will be rejected.

Note that location services must be enabled on your phone to detect your location.

Please be sure to clock in for your shift within the geofence area. Clock out at the end of your shift before departure.

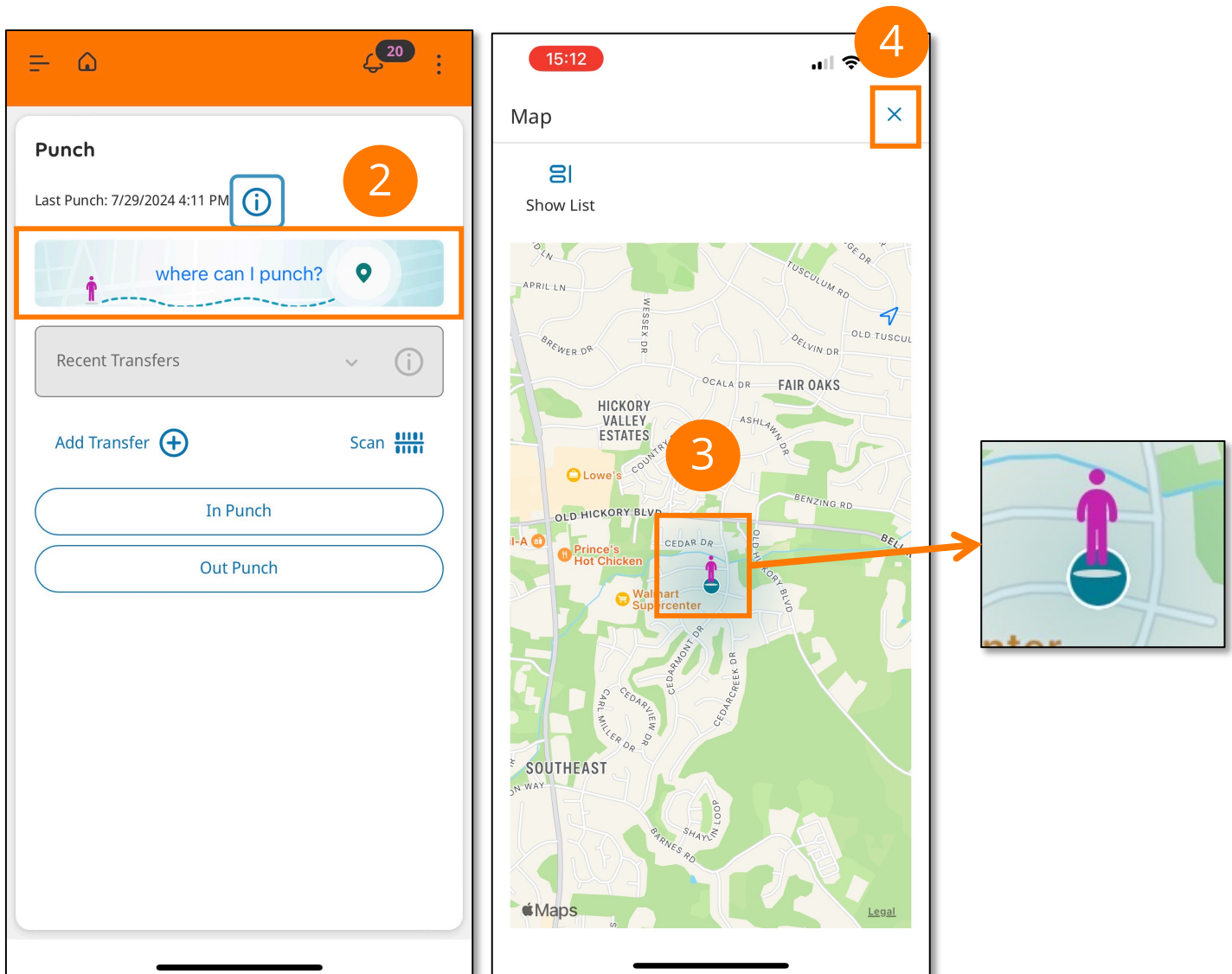
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1. Tap the **Punch** tile.



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2. To view the geofence, click **Where can I punch?**
3. Review the map. The **blue circle icon** indicates where the geofence is located. The **purple person icon** indicates your location.
4. Click the **X icon** in the top right corner to return to the Punch tile.



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5. From the Punch tile:
 - A. Tap **In Punch** to clock in.
 - B. Tap **Out Punch** to clock out.
6. Wait while your location is determined. This may take up to a minute depending on your service.
7. A **success message** screen is displayed confirming the submission of the punch.
 - A. If you are outside the geofence, you will receive a **Punch Rejected** message. Move into the geofence area and try again.

