TIMES SOFTWARE

TIMES PRO Mobile TimeSheet

User Guide for Employees

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RELATED GUIDES

Before proceeding this user guide, please read the following guides first.

TIMES PRO Mobile Introductory Guide.

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Clock In and Out from Work
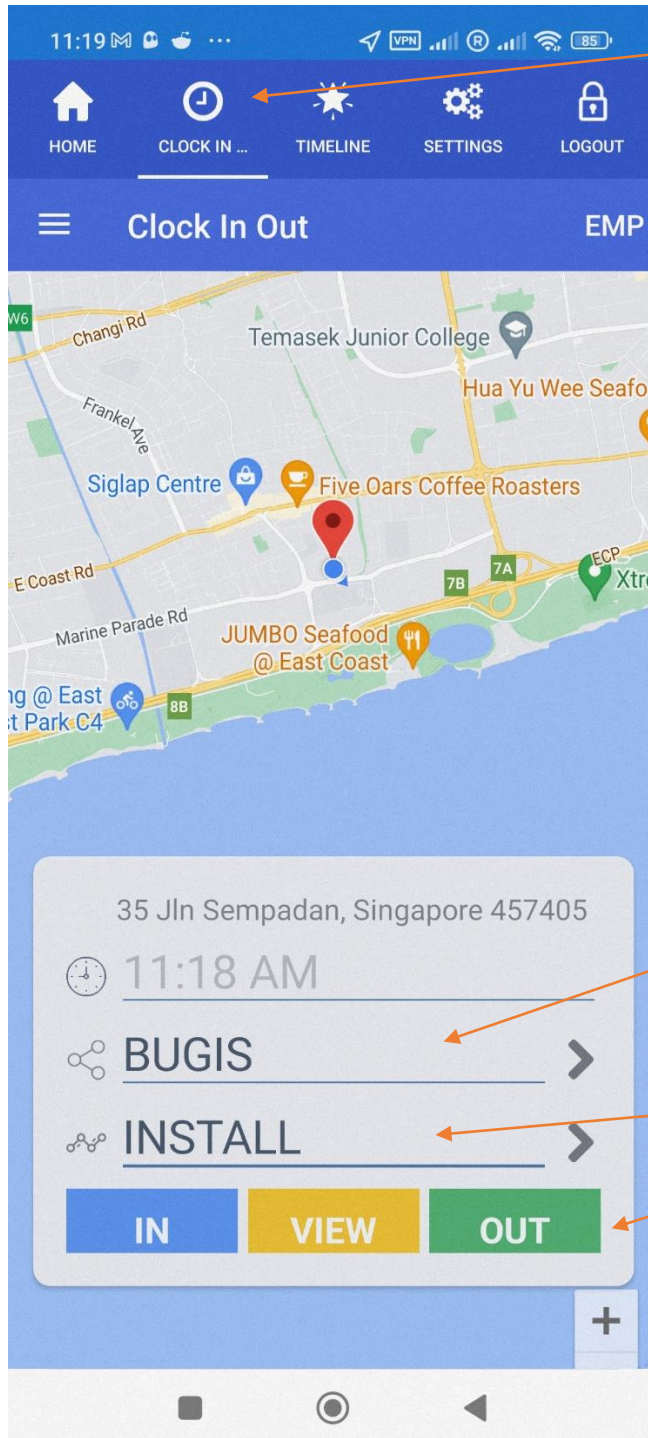
Tap the **Clock In** button on top menu to access the **Clock In and Out** page.

To change **Job No**, tap here.

To change **Fixed Asset**, tap here.

Tap **IN** button to clock in. Tap **Out** button to clock out. Tap **View** button to see clock in and out details.

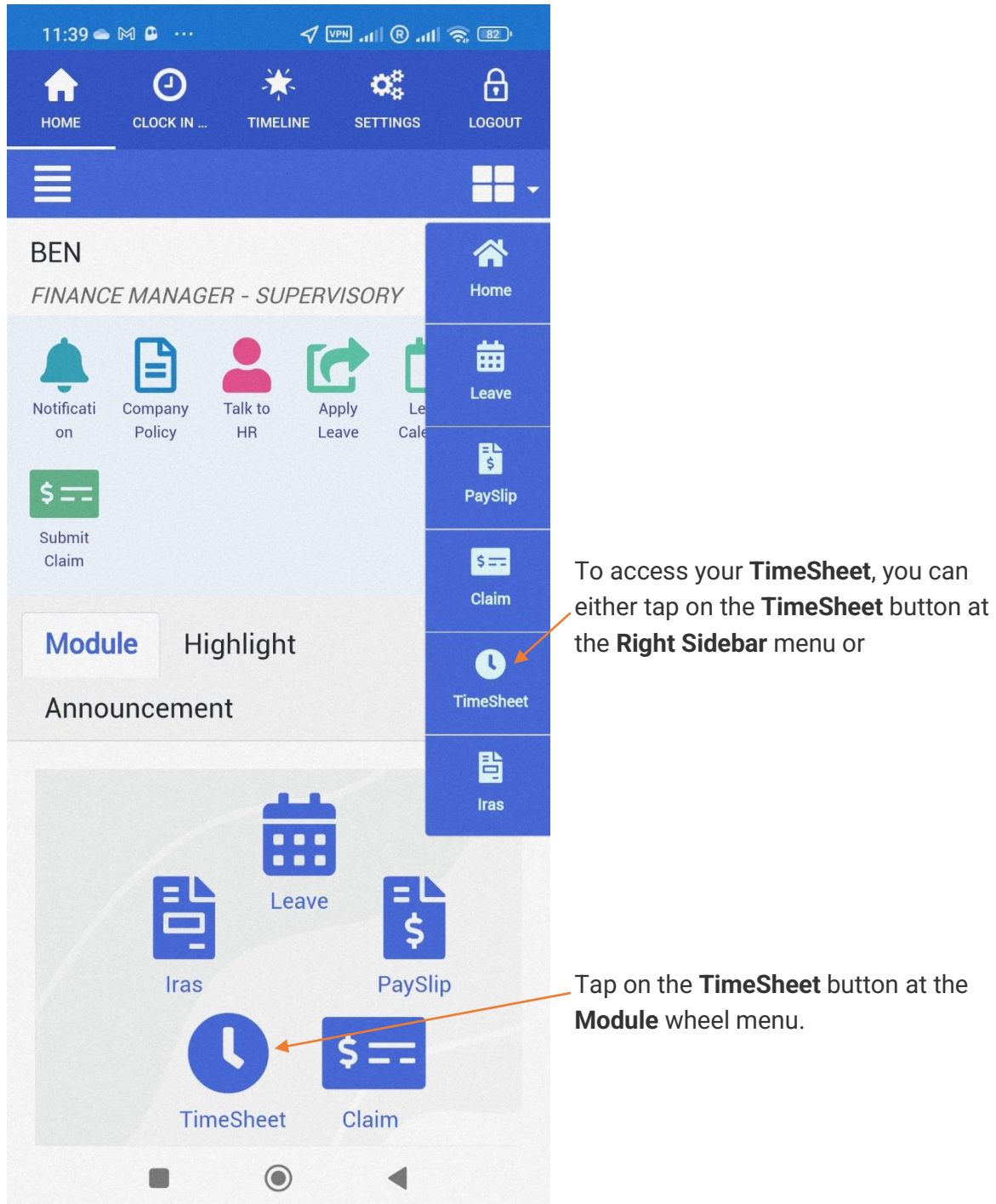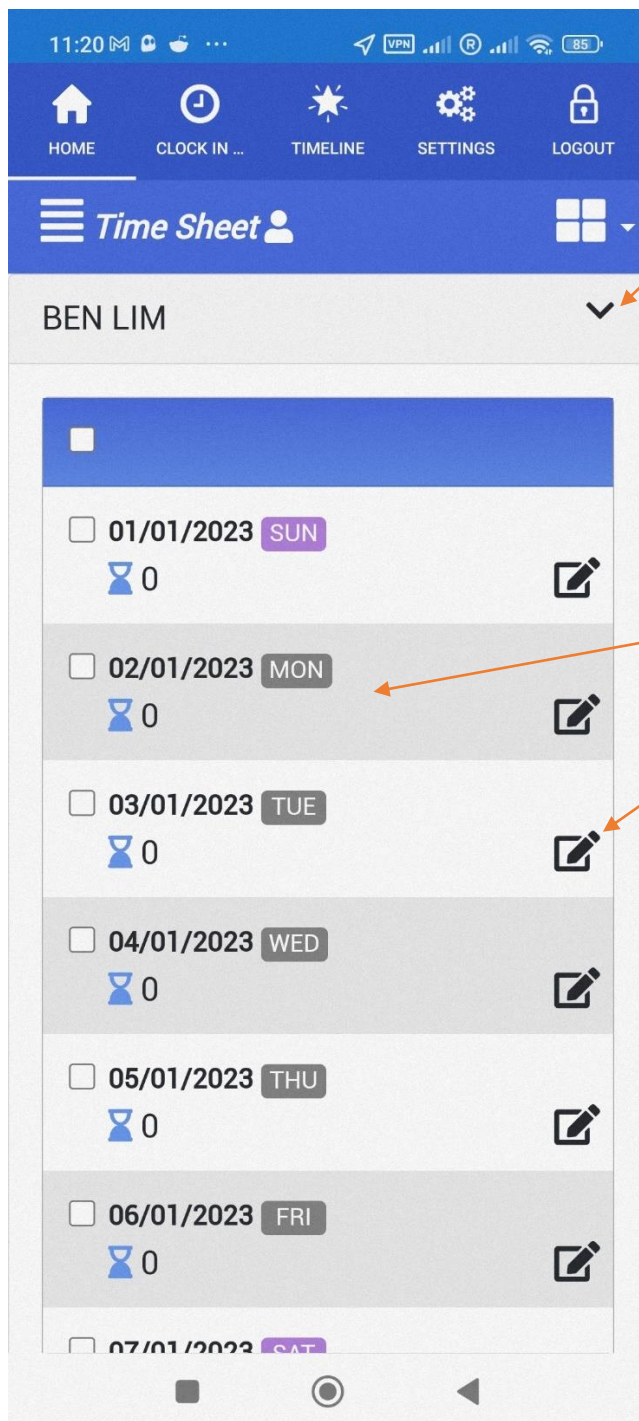*Figure 1 TIMES PRO Mobile TimeSheet Clock In and Out page sample*

TimeSheet

To access your **TimeSheet**, you can either tap on the **TimeSheet** button at the **Right Sidebar** menu or

Tap on the **TimeSheet** button at the **Module** wheel menu.

Figure 2 TIMES PRO Mobile Home page sample

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Tap on the **Expand** button to access the **Data Filters** if you want to filter the information at this page.

Tap on the individual day to expand it in order to view the time sheet details for that day.

To make changes to your daily time sheet record, tap on the **Edit** button.

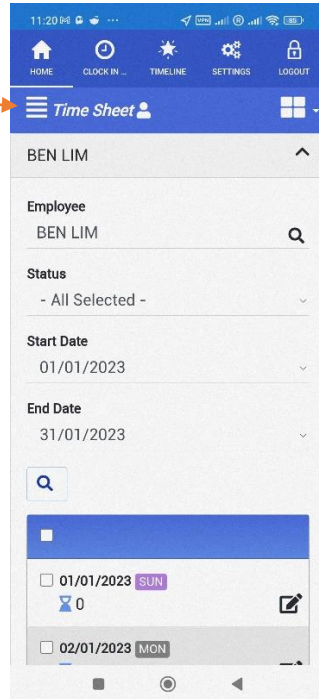*Figure 3 TIMES PRO Mobile TimeSheet page sample*

In the **Edit** page, fill in the time sheet details that you want to amend.

Tap the **Save** button to save the changes.

Figure 4 Time sheet Edit page sample

For Supervisor Only – Approve TimeSheet

To view, approve or reject your team's time sheets, tap on the **Left Sidebar Menu** button at the **TimeSheet** page.

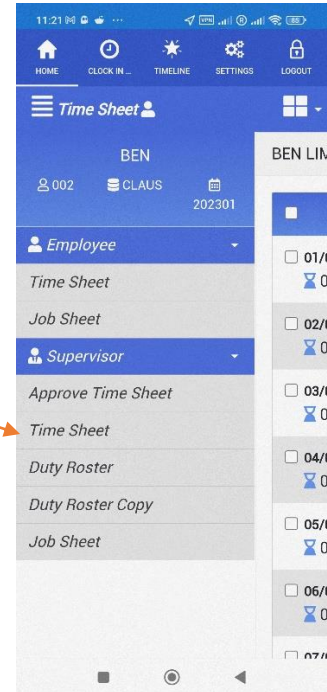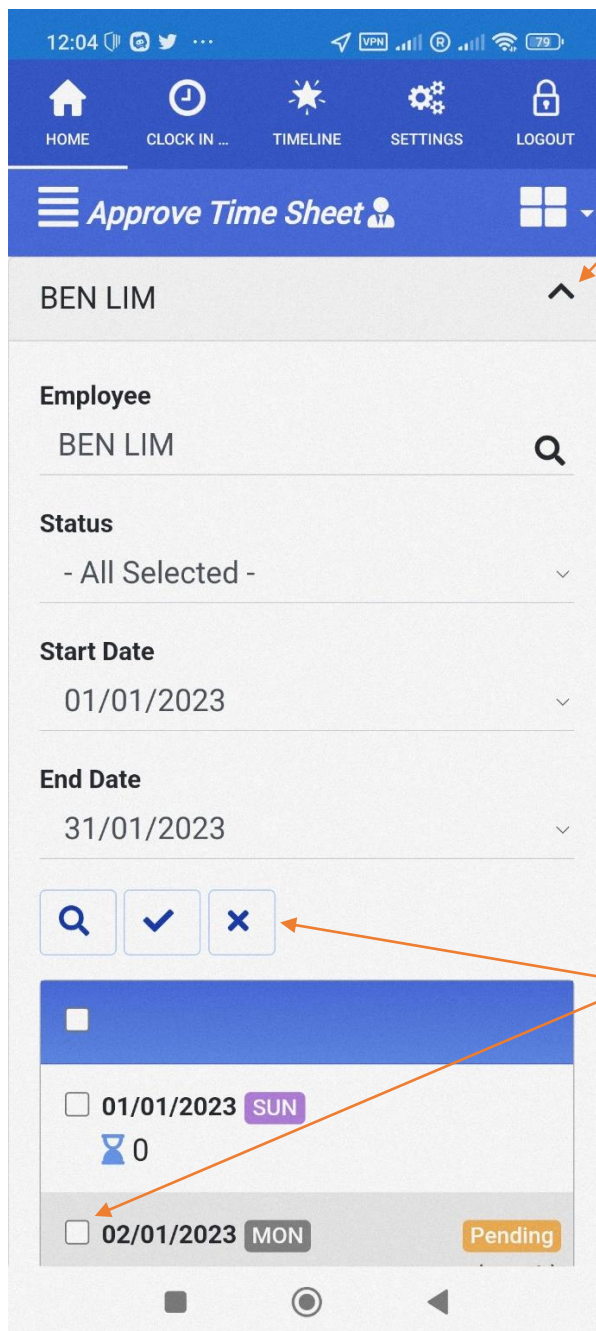Tap on the **Time Sheet** option at the **Supervisor** menu.

Figure 5 TIMES PRO Mobile TimeSheet Supervisor menu sample

Tap on the **Expand** button to access the **Data Filters**, **Approve** and **Reject** buttons.

Tap on the checkbox to select time sheet records with **Pending Status**. Then tap the

Approve button to approve or

Reject button to reject. You must enter the reason for rejecting the record at **Remark** pop-up window.

Figure 6 TIMES PRO Mobile TimeSheet Supervisor TimeSheet page sample

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