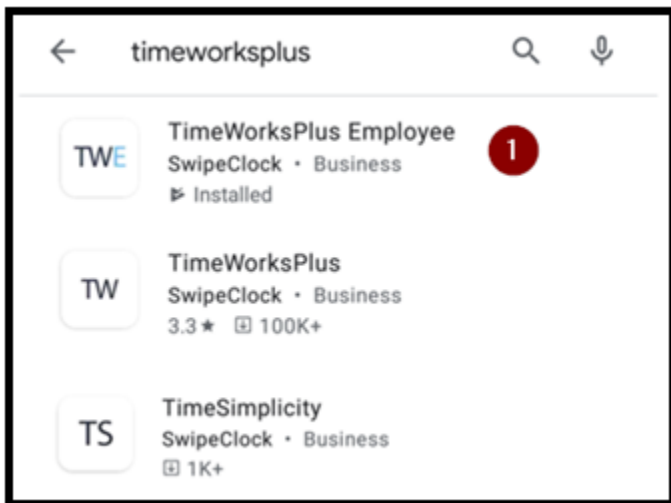


Employees can get the TimeWorksPlus Employee application for free from either the Apple App Store or Google Play Store. When you search for the application, make sure you choose the application with the **Blue E** icon (see below). Once you have installed the application, login with your username and password given to you by your supervisor for clocking in and out.



The Mobile App works the same as the Timeclock Employee Portal and has the following features available for use:

- View your Timecard.
- View your personal information – edit phone number and email.
- Request time off.
- Clock in and out (if given access to do so by your company).
- Approve your timecard.