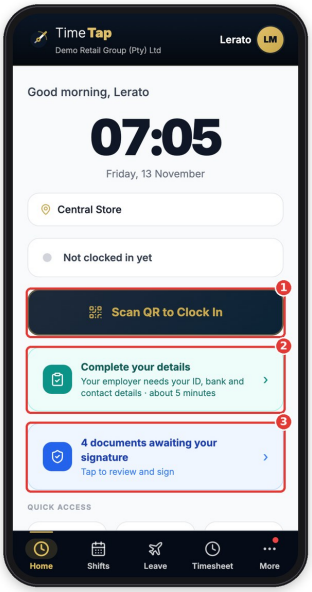
Clock in, clock out and breaks

Scan the QR code to clock in and out, record breaks, and fix a missed clock-out.

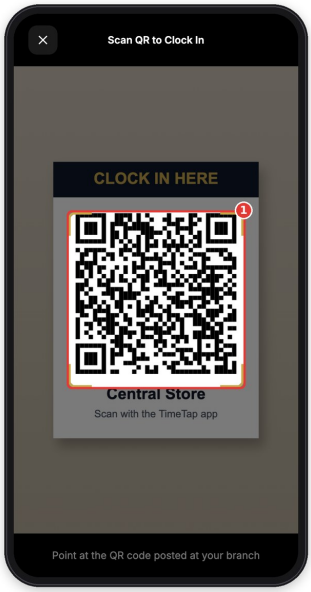
1. Clock in at the start of your shift

1. Open TimeTap. Check that your **branch / site** shows under the time.
2. Tap **Scan QR to Clock In** and point your camera at the TimeTap QR code at your workplace. It scans by itself.
3. Check that the screen now shows **Clocked In** with your start time.



Home screen before your shift

1. **Scan QR to Clock In** — tap at the start of every shift.
2. Complete your details (if asked).
3. Documents waiting for your signature.



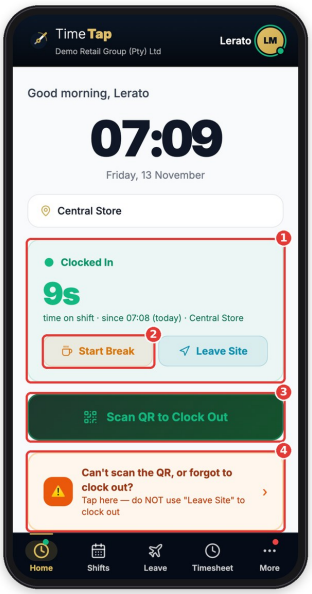
Scanning the QR code

1. Hold the QR code inside the gold frame — no button to press.

> **Tip:** Some companies let you clock in without a QR code (for example people who work on the road). Then the button just says **Clock In**.

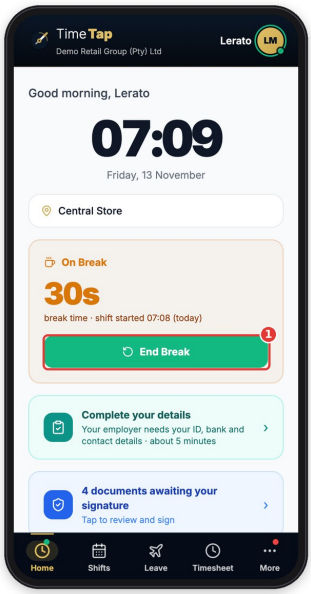
2. While you are clocked in

1. **Start Break** when your break starts — tap **End Break** as soon as you are back.
2. **Scan QR to Clock Out** at the end of your shift — scan the same QR code again.
3. **Leave Site** is only for leaving during your shift for work (you give a reason). It does **not** clock you out.



Clocked in

1. Clocked in — time on shift and your start time.
2. **Start Break**.
3. **Scan QR to Clock Out** at the end of your shift.
4. Could not scan, or forgot to clock out? Tap here.

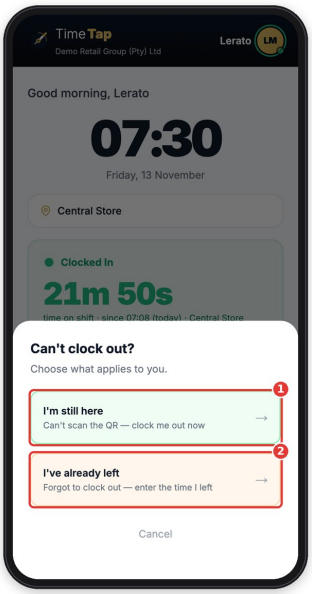


On break

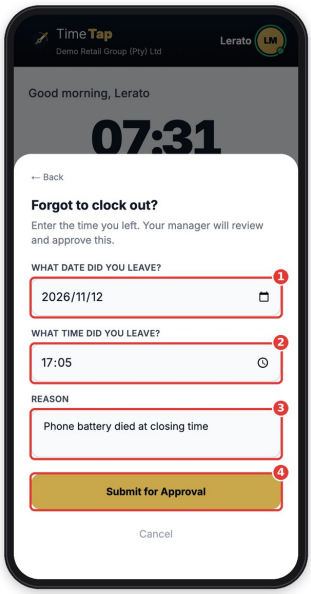
1. Tap **End Break** as soon as you are back.

3. Could not scan, or forgot to clock out?

1. On the Home screen tap **Can't scan the QR, or forgot to clock out?**
2. Still at work but the QR will not scan? Choose **I'm still here** — you are clocked out now.
3. Already left? Choose **I've already left**, enter the date and time you left and the reason, and tap **Submit for Approval**. Your manager approves it.



Choose what happened



Forgot to clock out

1. **I'm still here** — clock out now without the QR code.
2. **I've already left** — enter the time you left.

1. The date you left.
2. The time you left.
3. Why you could not clock out.
4. Send it to your manager to approve.

Important: Never use **Leave Site** to clock out — your shift keeps running and your hours will be wrong.

Still stuck? Ask your team leader or HR — they can see what TimeTap shows for you.