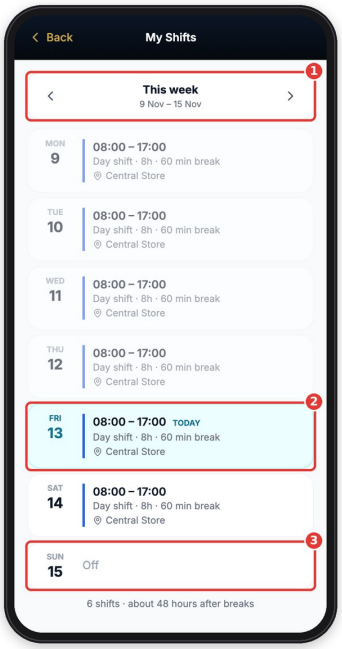
See when you work and check every clock-in, break and hours worked.

1. My Shifts

1. Tap **Shifts** in the bottom menu.
2. Each day shows your start and end time, the shift name, break and the site. Today is highlighted.
3. Use the arrows at the top to see last week or next week.

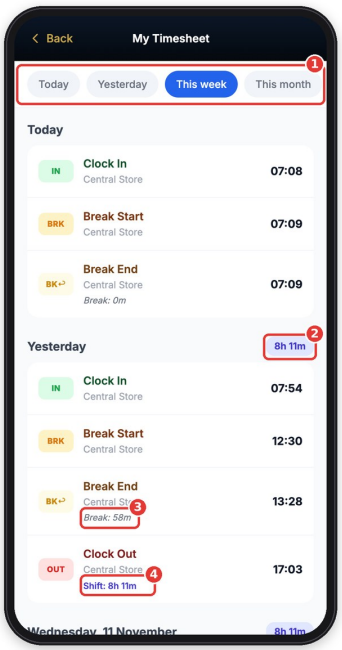


My Shifts

1. Move between weeks.
2. Today's shift is highlighted.
3. Days off show as **Off**.

2. My Timesheet

1. Tap **Timesheet** in the bottom menu.
2. Choose **Today**, **Yesterday**, **This week**, **This month** or **Last month**.
3. Every clock-in, break and clock-out is listed with the time and site, with your break time and the total hours per day.



My Timesheet

1. Choose the period.
2. Total hours for the day.
3. How long your break was.
4. Your shift length.

Tip: Something wrong — a missing clock-out or wrong time? Tell your team leader so it can be fixed before payroll.

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