Upon launching the app, you will be met with the **Home** page.

This screen will allow you to select from multiple jobs using the **Menu** button located at the top left of the **Home** page.

You’ll also be able to clock in and out of your **Jobs** using the multi-use dial located in the middle of the **Home** page (more on this later).

To start, you will need to add a **Job**. You can do this one of two ways. Either slide open the **Menu** to reveal the job selection area, then tap ‘**Add New Job**’. Or tap the ‘**Cards**’ button, which will bring you to the **Jobs** page, where you can tap the “+” button in the upper right corner.
Use the **Add Job** page to add all of the necessary info about your job/client.

If you’re an employer, you may enter your employees info here instead, if you’d like to track their hours worked.

Use the **Contact Info** to enter in your Job or Employees info. Easily **Import** the info from your stored contacts on your device.

**Job Advanced Settings** Breakdown:

- **Overtime** - Where to enter your overtime settings (see an in-depth overview of the Overtime section on the next page)

- **Decimal Hours** - Displays hours in decimal format throughout app and email report.

- **Add Note on Clock Out** - Displays a pop-up after you clock out asking if you’d like to add a note to the timecard.

- **Add Money Earned** - Displays money earned in email reports.

- **Include Notes in Email Reports** - Displays notes added to timecards inside email reports.
Here’s a breakdown of the **Overtime** page:

On the **Overtime** page, you can add both **Weekly** and **Daily Overtime** for each of your jobs. Simply **tap** on the overtime option you want to edit.

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**Overtime Rate** = The amount you get paid for while working overtime.

**Overtime Requirement** = The amount of hours needed before overtime begins.

**Overtime Start** = This only applies to the 'Weekly' section. This tells the app when it should reset on counting towards weekly overtime.

**Daily Overtime** = Same rules as above, just set up for calculating daily overtime.

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You can change any of your **Overtime** settings, by simply tapping the 'Edit' button on the **Advanced Settings** Page.
After creating a Job (or multiple ones), you will see them all added on the Jobs page.

If you’re an employer, you may have entered your employees here instead.

From here, you can TAP on a Job to be taken to the Pay Periods page. You will also see a summary to the right of the job or employee, showing a combined total of all your hours and time worked, as well as additional information:

- **UI/UX DESIGNER**
  - 12 | Pay Periods
  - 53.33h
  - $550
  - 0 | Overtime

Your total Pay Periods, Hours Worked, Money Earned, and amount of Overtime earned is shown here.

When you select a job, you’ll be brought to the Pay Periods page. If you clock in without creating a Pay Period, one will automatically be created for you, using today’s date. You can either edit the date of the Pay Period, or create a new one by tapping the ‘+’ (add) button in the top right corner.

To edit a Pay Period, tap the ‘Edit’ button in the lower right corner. When in Edit Mode, you can rearrange the order, delete a pay period, edit the date, or mark one as PAID (both, by tapping on the Pay Period you want to edit).

Whichever pay period is in the “active” area, will be the one you’ll be clocking into. Newly added pay periods default to the “active” area.
If you tap on a **Pay Period**, you’ll be brought to the **Timecards** page.

This is where all of your **Timecards** collect inside each **Pay Period**.

**Timecards** are entries, with the time you clocked in and out, any breaks you might have taken, and also any notes you have added to the timecard.

To manually add a **Timecard**, simply tap the ‘+’ (add) button in the top right corner.

To edit a **Timecard**, tap on the timecard you want to edit. All of its contents can be edited.

Tip: You can also manually add or edit **Timecards** from the **Calendar** page.
Editing & Deleting Items:

Tapping the bottom right Edit button on the Jobs or Pay Periods page will allow you to Edit or Delete an item.

To edit a Job or Pay Period, while in Edit Mode, tap on the item you want to edit. You can also rearrange Pay Periods and Jobs in Edit Mode.

To Edit a Timecard, simply TAP on the Timecard you want to edit.

To delete anything in the app (Jobs, Pay Periods, Timecards, etc..) simply swipe your finger to the left across the item you want to delete.