

Clocking In and Out

Overview

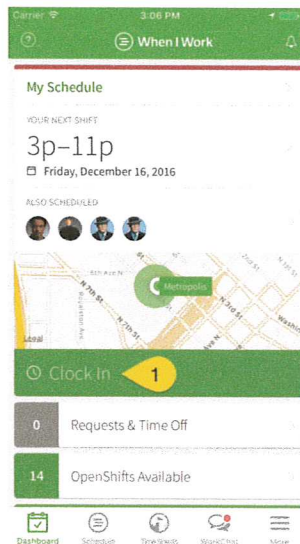
If your workplace allows mobile clock in, you can clock in and out from the When I Work Employee Scheduling app on your iPhone or iPad.

Things to do before you begin

Make sure the [When I Work Employee Scheduling app](#) is installed on your iPhone or iPad.

Clocking in

1. On the dashboard, tap **Clock In**.



2. If you see the Position menu, select the position you'll be working.
3. (Optional) Add a note for your employer.
4. Tap **Clock In**.



Clocking out

1. On the dashboard, tap **Clock Out**.



2. (Optional) Add a note for your employer.
3. Tap **Clock Out**.

