We are introducing the **TimeHub Employee Attendance** system to improve our payroll process. This will:

- *Ensure **you are paid accurately** as there will be no manual calculation of your hours or manual keying the data into our payroll system.*
- *It will speed up the payroll process which means **you will be paid on time.***
- *It is very simple to use and so long as you clock in and out each day you will be **paid accurately.***
- *It is fair in that TimeHub automates the application of our company's attendance rules.*
- *It also helps us to know who is on site for **Health and Safety management**.*
- ***Note: Please clock when you are ready to work.***

Using the TimeHub Personal App is simple:

It is important that you clock at the start and end of each shift.

Using TimeHubs intuitive "Single Button" design you simply clock and TimeHub knows if it is an In or Out. If you are unsure about any aspect of the system please see your manager.

Step One:

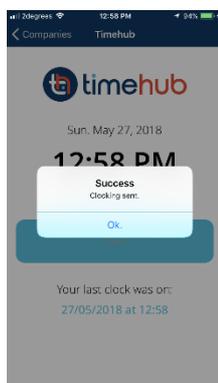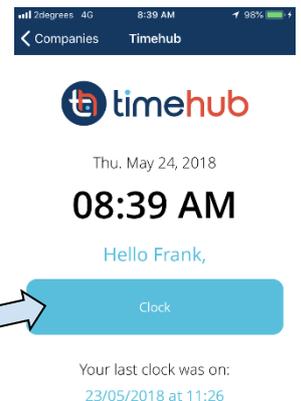Select the TimeHub Personal app icon on the device.
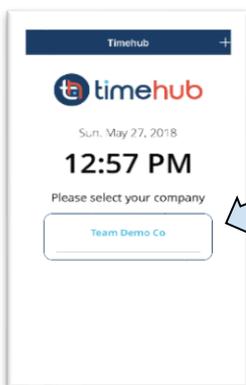
Step Two:

Select your "Company" if required. Normally there will only be one company.

Step Three:

You will see the "welcome" screen with it's single button. Press **"Clock".** The display will also show you when you last clocked

Step Three:

You will see a confirmation that you have clocked

Note: If you are unsure that you have clocked correctly then clock again. If you have already clocked the system will not let clock again for 60 seconds after which it will ask you if you are sure. Both of these messages indicate you have already clocked.

Step Four: There is no step four ☺ You have successfully clocked. At the end of your shift/day simple repeat this process.