We are looking to introduce 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 p**aid accurately.***
- *It is fair in the way the attendance rules are applied - **No favouritism.***
- *It also helps us to know who is on site for **Health and Safety management**.*

Using the TimeHub Team App:

It is important that you clock at the start and end of each shift.
You are not required to clock "in or out". 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 Team app on the device desktop if the app is not already open. Not normally required.

Step Two:
Enter the numeric code you have been given and Press **"Access Clock"**

1) If you enter an invalid code the screen will display a message - "Unable to login - Invalid code" - Press OK and try again.
2) If you make a mistake keying your code use the backspace button on the keypad and try again.
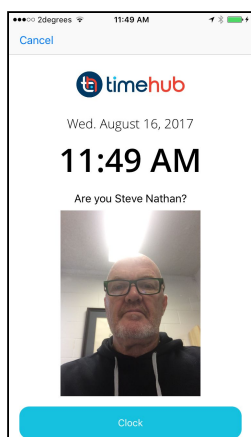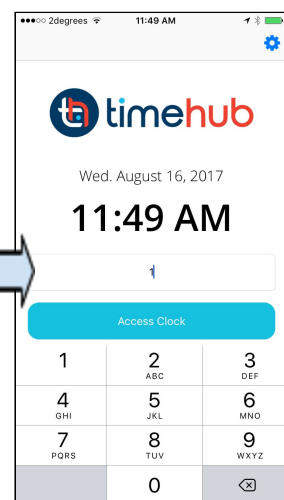
Step Three:
We are using Photo verification to ensure the correct person is clocking in and out. After you enter your code and press **Access Clock**, the camera image will appear and the screen will say - **Are you or Hello XXXX**. If it is you, stand still, smile and press **Clock.** If you have entered the wrong code click "**Cance**l" if using an Apple device and the "Back Button" if using an Android device.
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.
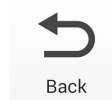
Step Four:
Once your clock has been recorded you will see a confirmation screen which says "Thank You XXXX" and you will see a large **Green Tick**. The app will then return to Step Two so the next employee can clock.