

The Easy Time Clock mobile app has gotten an upgrade! The app is still limited in functionality, but is now more than just a clocking tool. Here's everything you need to know to use the new, improved mobile app.

This help file will go over these topics:

- Logging In (pg 1)
- Lefthand Menu (pg 2-4)
- Clocking In / Time Card (pg 5)
- Editing / Change Request (pg 6)
- Approvals (pg 7)
- Entering PTO (pg 8)
- Who's In (pg 8)
- Communications (pg 9)
- Righthand Menu (pg 10)

What can mobile app do now?

- Clocking (+ all clocking functions)
- View Time Cards
- Time Card Edit / Change Request
- Approvals
- Enter PTO usage
- Enter Compensations
- View Who's In Report
- View Calendar
- Utilize Message Center
- Change Password
- Change Color Theme

Logging In

All login page functionality is now available on the mobile app, including List Login and Quick Punch, and Forgot Password.

★ Admins can now use the mobile app!

The Business Company
Employee Time Clock

Select Username
Amelia Robinson

Password
....

Log In

Remember Username

Standard Log In Quick Punch Button
Forgot Password

The Business Company
Employee Time Clock

Company Login
Busico

Username
admin

Password

Log In

Remember Company Login

Remember Username

List Log In Quick Punch Button
Forgot Password

The Business Company
Employee Time Clock

Current Time: 5:34:20 PM

Select Username
Amelia Robinson

Password

Quick Punch
Clock In/Out

Standard Log In List Log In
Forgot Password

**If employees are required to use a password, but don't yet have one set...*

Up to this point, they've been able to bypass the requirement when using the mobile app.

Now, the mobile app will behave like the website, by prompting the employee to create a password.

Admins: Password and other login requirements and restrictions are located in Setup, Company Login.

The Business Company
Employee Time Clock

Please enter your email to get a password reset sent.

Submit

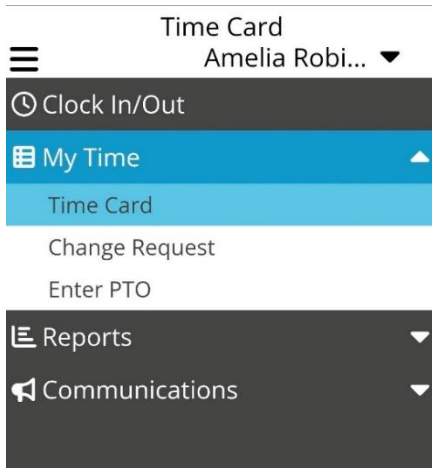
Standard Log In List Log In

Lefthand Menu

The menus are quite different from the website menu you're used to. Eventually, this menu will make its way to the website, as we build out a more mobile friendly platform.

Employee Menu

 [Employees](#)



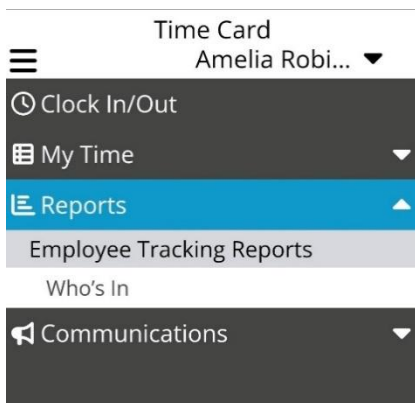
Shortcut to Clock In/Out buttons

My Time - Everything related to your time card.

- Time Card + Clock In/Out

(depending on access)

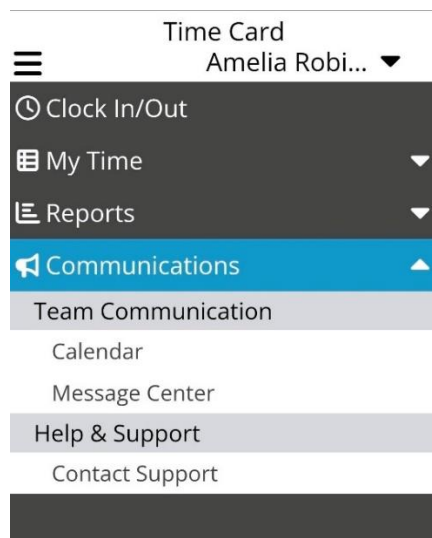
- Edit / Change Request / Add Time / Compensations
- Enter PTO (*aka PTO Menu*)



Reports – One report available at this time.

(depending on access)

- Who's In – see who's currently clocked in or out



Communications

- Calendar – your team calendar
- Message Center (*depending on access*) – your team messaging
- Contact Support

Supervisor Menu

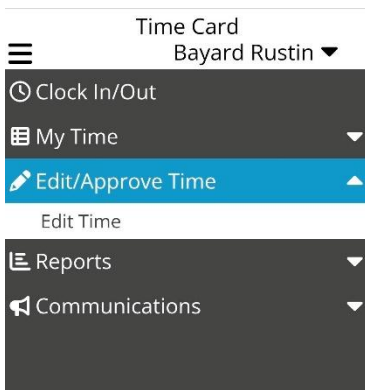
 Supervisors



Shortcut to Clock In/Out buttons

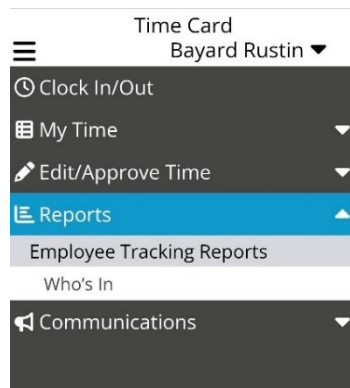
My Time - Everything related to your time card.

- Time Card + Clock In/Out
- (depending on access)
- Edit / Change Request / Add Time / Compensations
- Enter PTO (aka PTO Menu)



Edit/Approve Time – Everything related to other's time cards

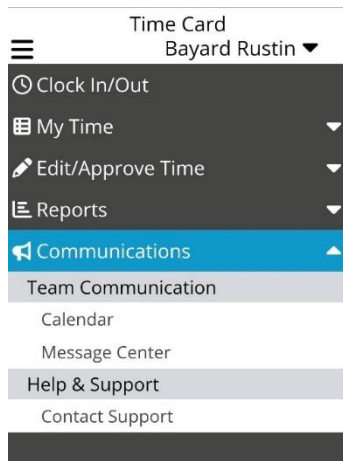
- Edit Time – edit employee time cards



Reports – One report available at this time.

(depending on access)

- Who's In – see who's currently clocked in or out

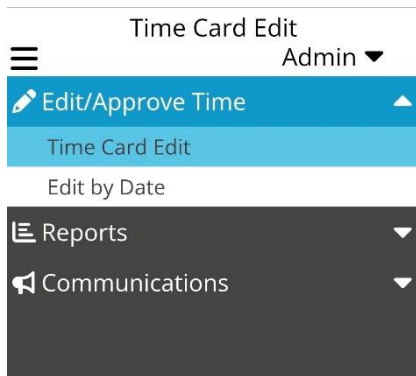


Communications

- Calendar – your team calendar
- Message Center (depending on access) – your team messaging
- Contact Support

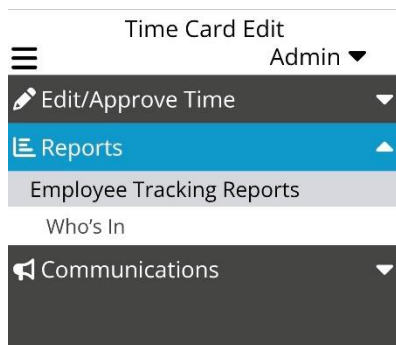
Admin Menu

 Admins



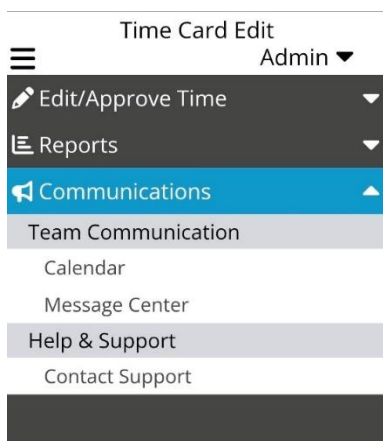
Edit/Approve Time

- Edit Time – edit employee time cards
- Edit by Date – for entering/editing multiple employees on one day



Reports – One report available at this time.

- Who's In – see who's currently clocked in or out

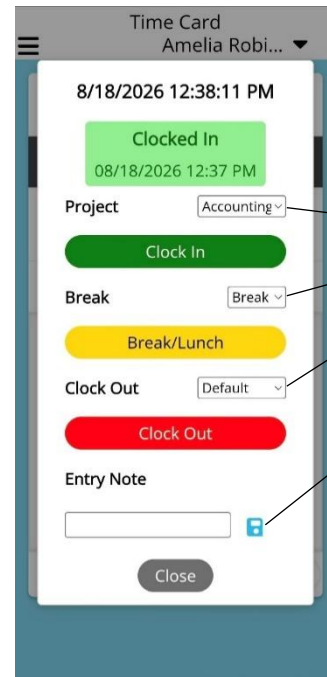
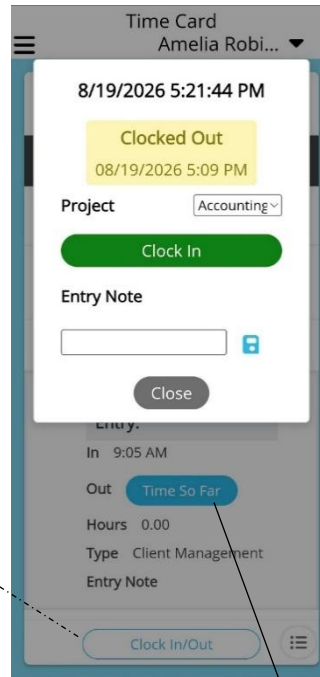
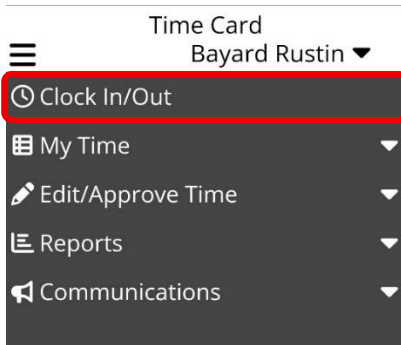


Communications

- Calendar – your team calendar
- Message Center – your team messaging
- Contact Support

Clocking In

 Employees, Supervisors



If applicable, choose...

Project

Break

Clock Out Button

To submit Entry Note, click the save icon

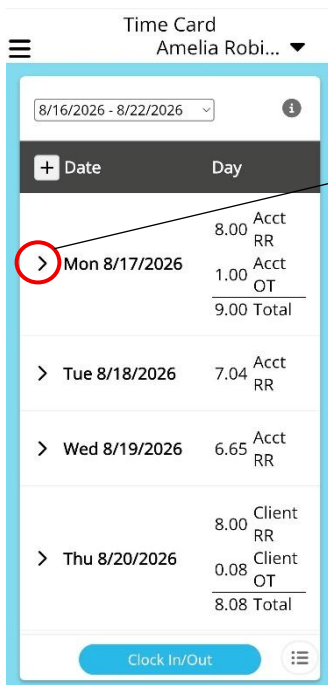
Time So Far for summary of current hours

Clock In/Out buttons are in a popup box, accessible from the bottom of the time card.

Important:

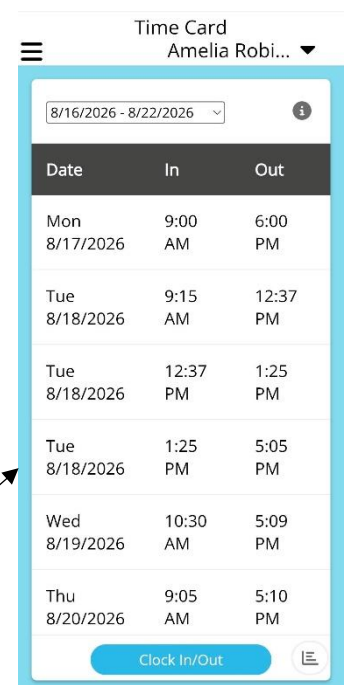
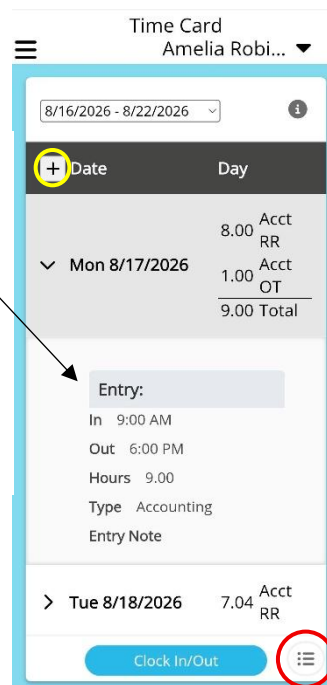
Clicking just this button will not submit a punch. Make sure to utilize the popup box!

Time Card



Days can be expanded for punch details

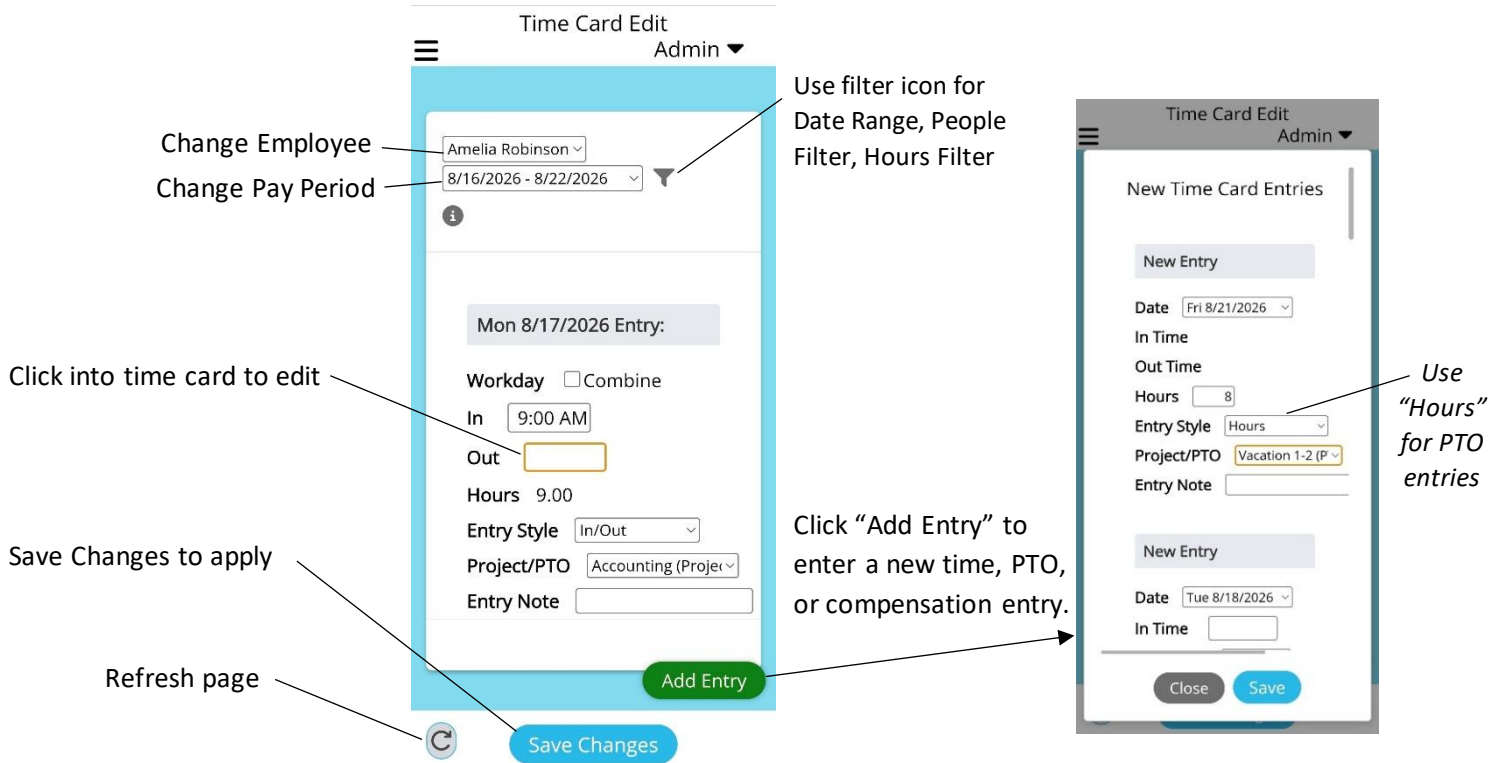
Use the + to expand all days



Use the bottom right icon for a simple punch list

Editing

 Admins, Supervisors, Employees (with access)



Time Card Edit
Admin ▼

Change Employee: Amelia Robinson ▼
Change Pay Period: 8/16/2026 - 8/22/2026 ▼

Use filter icon for Date Range, People Filter, Hours Filter

Click into time card to edit

Save Changes to apply

Refresh page

Mon 8/17/2026 Entry:

Workday ☐ Combine

In 9:00 AM

Out

Hours 9.00

Entry Style In/Out ▼

Project/PTO Accounting (Proje▼)

Entry Note

Add Entry

Save Changes

New Time Card Entries
Admin ▼

New Entry

Date Fri 8/21/2026 ▼

In Time

Out Time

Hours 8

Entry Style Hours ▼

Project/PTO Vacation 1-2 (P▼)

Entry Note

New Entry

Date Tue 8/18/2026 ▼

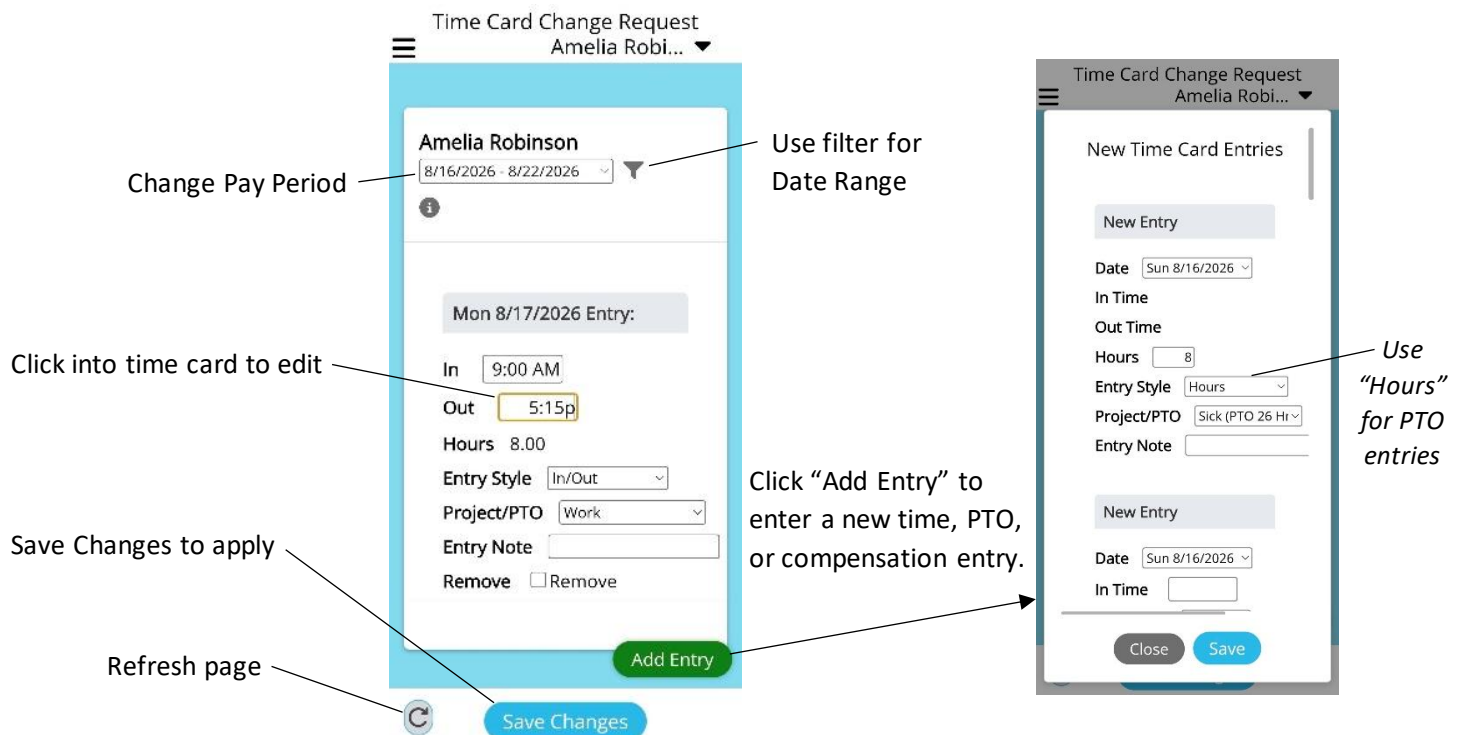
In Time

Close Save

Use "Hours" for PTO entries

Click "Add Entry" to enter a new time, PTO, or compensation entry.

Change Request



Time Card Change Request
Amelia Robi... ▼

Change Pay Period: 8/16/2026 - 8/22/2026 ▼

Use filter for Date Range

Click into time card to edit

Save Changes to apply

Refresh page

Mon 8/17/2026 Entry:

In 9:00 AM

Out 5:15p

Hours 8.00

Entry Style In/Out ▼

Project/PTO Work ▼

Entry Note

Remove ☐ Remove

Add Entry

Save Changes

Time Card Change Request
Amelia Robi... ▼

New Time Card Entries

New Entry

Date Sun 8/16/2026 ▼

In Time

Out Time

Hours 8

Entry Style Hours ▼

Project/PTO Sick (PTO 26 Hr▼)

Entry Note

New Entry

Date Sun 8/16/2026 ▼

In Time

Close Save

Use "Hours" for PTO entries

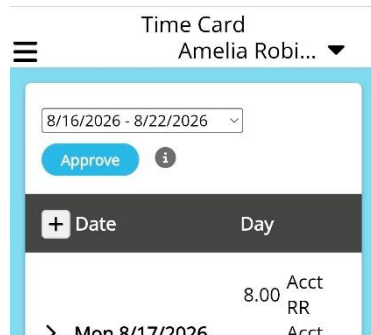
Click "Add Entry" to enter a new time, PTO, or compensation entry.

Approvals

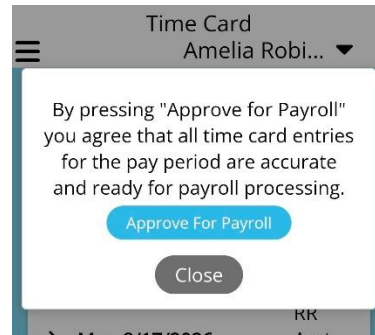
 **Employees, Supervisors**
(with access)

Employee and Supervisor level approvals are now available in the mobile app.

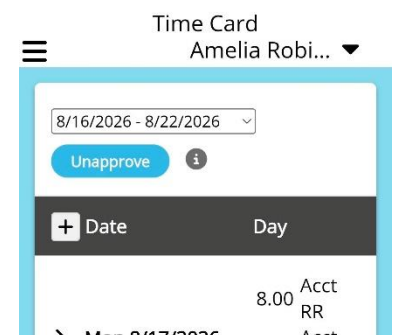
Employee Level



Click "Approve" button in Time Card

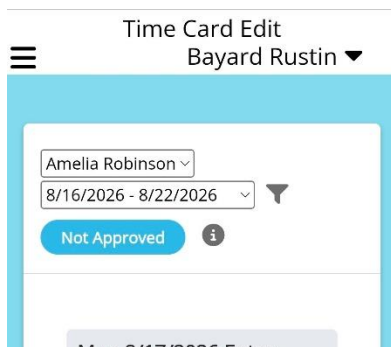


Confirm approval

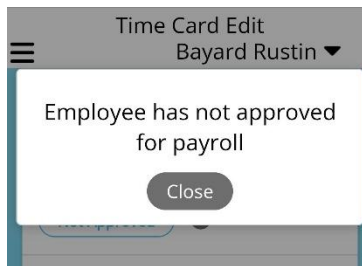


To remove approval, click "Unapprove" and confirm

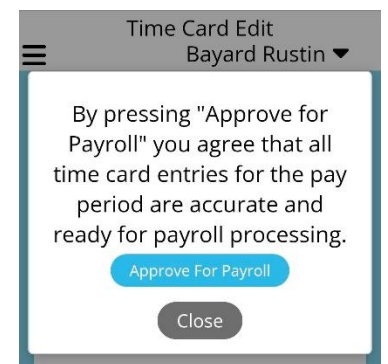
Supervisor Level



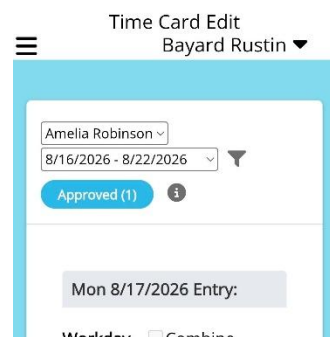
From Time Card Edit, click "Not Approved"



If employee is required to approve first, it will indicate if employee has not yet approved.



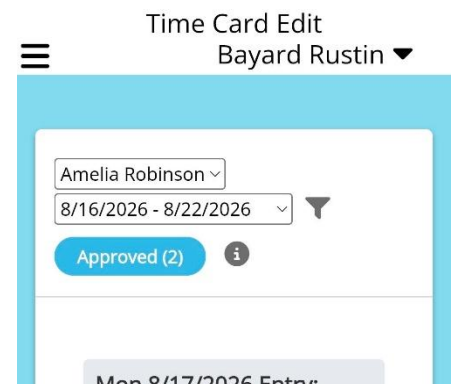
Otherwise, confirm approval



If employee is required to approve first and they have submitted their approval, the button will indicate 1 level of approval with (1).



Remove employee's approval if changes to the time card are needed. Otherwise, confirm Supervisor level of approval.

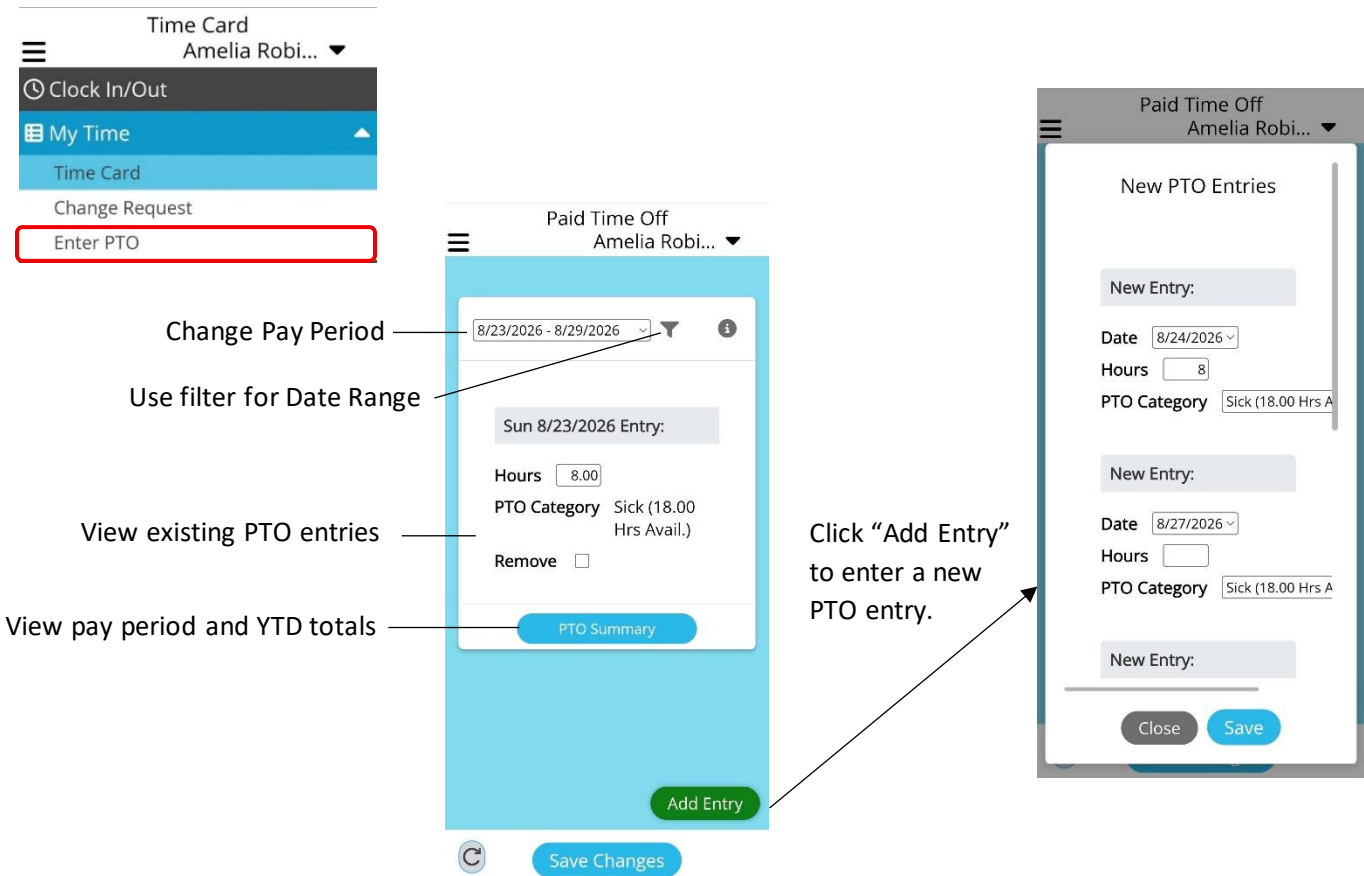


When approved on both employee and Supervisor level, button will indicate 2 levels of approval with (2).

Adding PTO

 *Employees, Supervisors
(with access)*

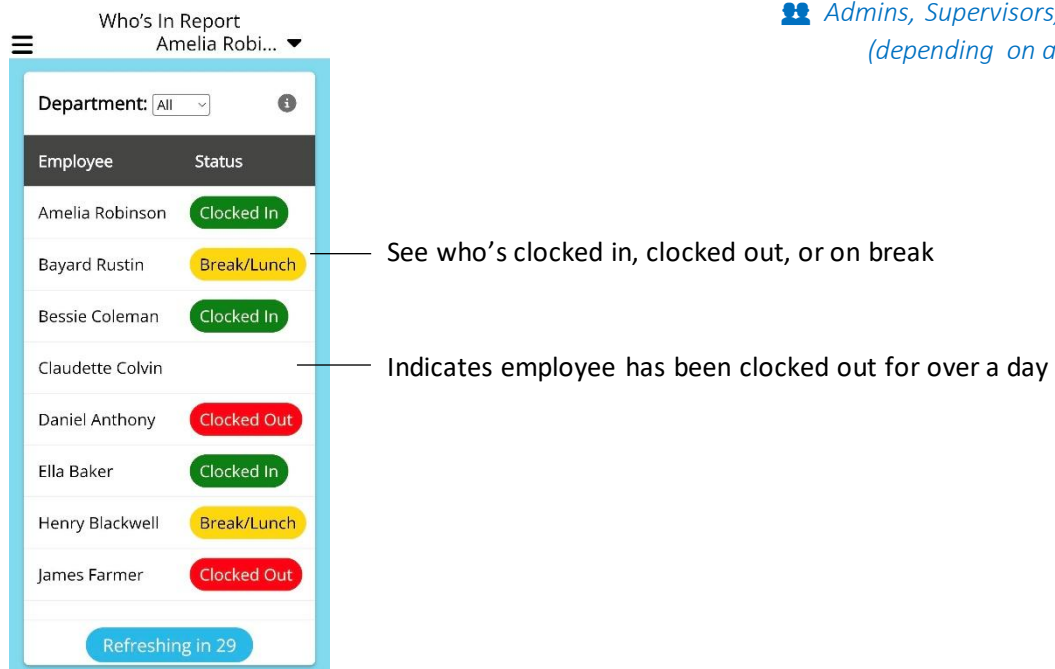
The PTO Menu is now accessible from the mobile app.



The image shows three screenshots of the mobile app interface for adding PTO. The first screenshot shows the 'Time Card' menu with 'Enter PTO' highlighted. The second screenshot shows the 'Paid Time Off' screen with annotations: 'Change Pay Period' points to the date range '8/23/2026 - 8/29/2026'; 'Use filter for Date Range' points to the filter icon; 'View existing PTO entries' points to the 'Sun 8/23/2026 Entry' section; 'View pay period and YTD totals' points to the 'PTO Summary' button; and 'Click "Add Entry" to enter a new PTO entry.' points to the 'Add Entry' button. The third screenshot shows the 'New PTO Entries' form with fields for Date, Hours, and PTO Category, and buttons for 'Close' and 'Save'.

Who's In

 *Admins, Supervisors, Employees
(depending on access)*



The image shows a screenshot of the 'Who's In Report' screen. It features a table with columns 'Employee' and 'Status'. The table lists several employees and their current status: Amelia Robinson (Clock In), Bayard Rustin (Break/Lunch), Bessie Coleman (Clock In), Claudette Colvin (Clock In), Daniel Anthony (Clock Out), Ella Baker (Clock In), Henry Blackwell (Break/Lunch), and James Farmer (Clock Out). Annotations include: 'See who's clocked in, clocked out, or on break' pointing to the status column, and 'Indicates employee has been clocked out for over a day' pointing to the 'Clock Out' status of Daniel Anthony. A 'Refreshing in 29' button is at the bottom.

Communications

Calendar  Calendar Admin ▾  Admins, Supervisors, Employees

Change Date — Change month/year

August 2026

Sunday 26 — Calendar will always start on Sunday, sometimes pulling in days from the previous month
ie. this is July 26

Monday 27

Tuesday 28
IRA consults

Wednesday 29
Bayard off
James taking half day

Thursday 30
Big launch!

Friday 31
Team Meeting

 **Edit Calendar** — Add to calendar (Admins and Supervisors)

Message Center

 Admins, Supervisors, Employees
(depending on access)

Message Center Admin ▾

Message Reader
Return to the Message Center

Reply

Delete Message

Date: Thursday, August 27, 2026 12:49 PM
From: Ella Baker
To: Admin
Subject:
Need day off
Message:
I'd like to use my bonus

New Message — Click "New Message" to compose

New Message Ella Baker ▾

To **Choose...** — Type at least 2 letters of username to choose user

Users
Admin

☐ **Request read receipt**
You'll get a reply when the users have read this message.

Subject

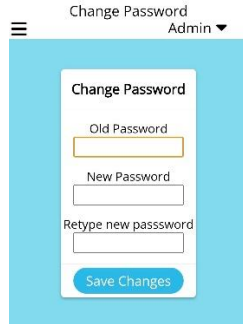
Message

Close **Send Message**

Righthand Menu

 Admins, Supervisors, Employees

Change Password



Change Password

Admin

Change Password

Old Password

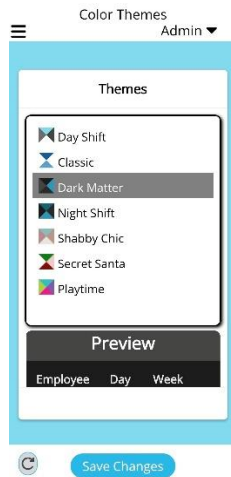
New Password

Retype new password

Save Changes

Change the password for your username

Color Themes



Color Themes

Admin

Themes

- Day Shift
- Classic
- Dark Matter
- Night Shift
- Shabby Chic
- Secret Santa
- Playtime

Preview

Employee Day Week

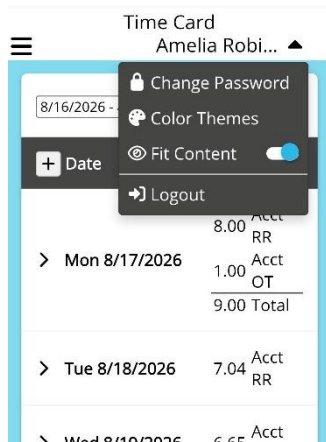
Save Changes

Change the color theme for your user account

Fit Content

To fit time card data on a narrow screen, default view stacks and compresses data. To activate a wide view with a side scroller, de-select "Fit Content."

Fit Content
selected



Time Card

Amelia Robi...

8/16/2026 -

Change Password

Color Themes

Fit Content

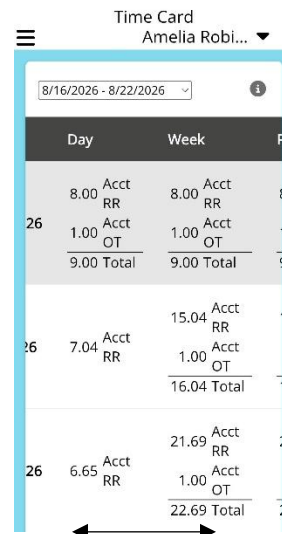
Logout

Mon 8/17/2026

Tue 8/18/2026

Wed 8/19/2026

Fit Content
turned off



Time Card

Amelia Robi...

8/16/2026 - 8/22/2026

Day	Week
8.00 Acct RR	8.00 Acct RR
1.00 Acct OT	1.00 Acct OT
9.00 Total	9.00 Total
7.04 Acct RR	15.04 Acct RR
	1.00 Acct OT
	16.04 Total
6.65 Acct RR	21.69 Acct RR
	1.00 Acct OT
	22.69 Total