

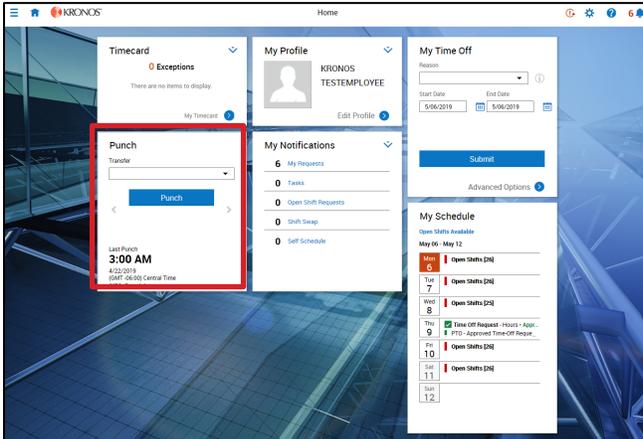


# Record Time and Attest to Meal Breaks – Web & Mobile

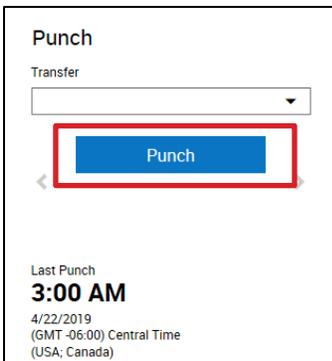
This job aid explains how you can record time and attest to your meal breaks taken.

## To clock in for your shift:

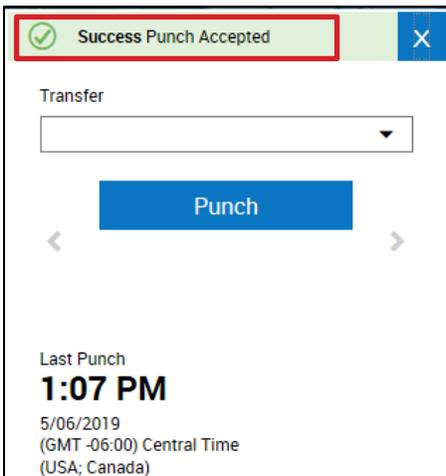
1. Locate the **Punch** tile.



2. Tap **Punch**.

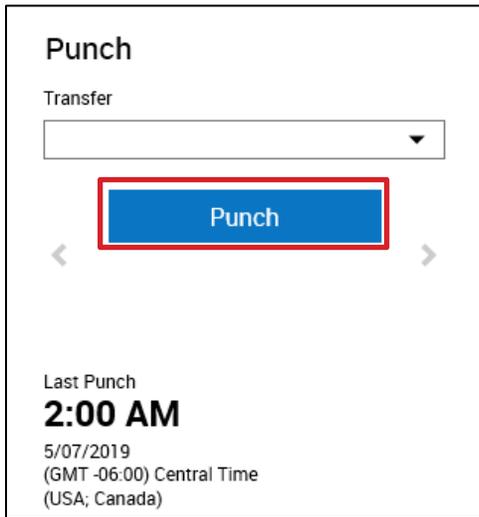


3. Review the confirmation message.



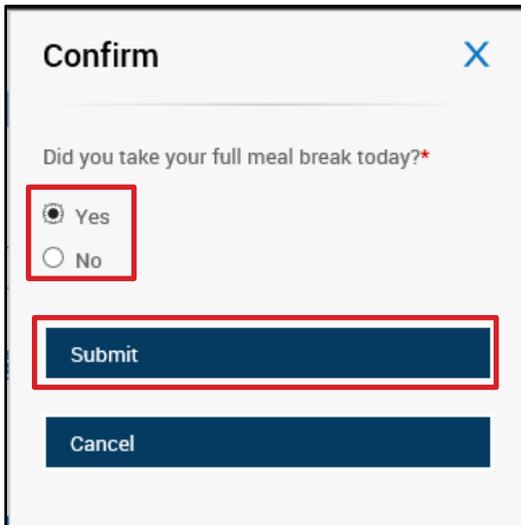
## To clock out at the end of your shift:

1. To Punch Out, tap **Punch** or **Punch Out**.



The screenshot shows a mobile application screen titled "Punch". At the top, there is a "Transfer" dropdown menu. Below it is a large blue button labeled "Punch", which is highlighted with a red rectangular box. Below the button are left and right navigation arrows. At the bottom of the screen, it displays "Last Punch" information: "2:00 AM", "5/07/2019", "(GMT -06:00) Central Time", and "(USA; Canada)".

2. Tap **Yes** or **No** regarding the question "Did you take your full meal break today?" Then tap **Submit**.



The screenshot shows a "Confirm" dialog box with a close button (X) in the top right corner. The question "Did you take your full meal break today?\*" is displayed. Below the question are two radio button options: "Yes" (which is selected and highlighted with a red box) and "No". At the bottom of the dialog are two buttons: "Submit" (highlighted with a red box) and "Cancel".