



Record Time via Offline Punch (Mobile)

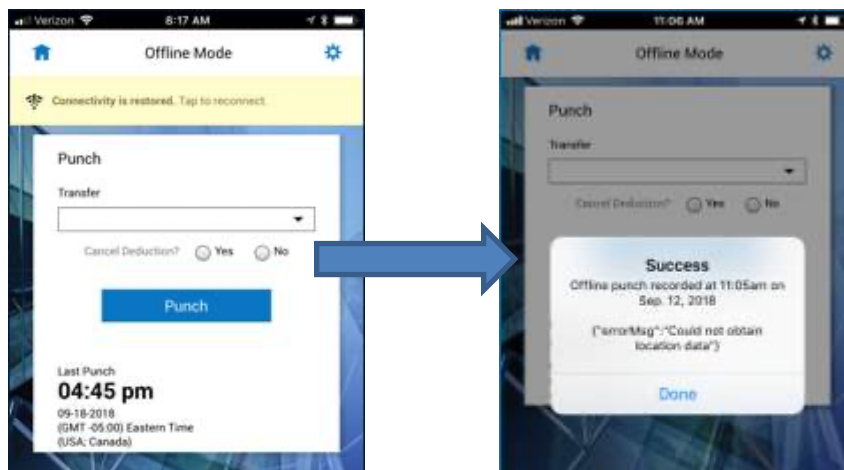
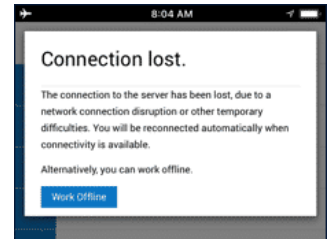
This job aid explains how you can record your time from your mobile device, even when there is no connectivity available.

To punch offline:

You have been authorized as a mobile employee. You are about to start work when you realize that your mobile device is offline.

1. Log into Workforce Dimensions.
2. Your device will notify you when you are working offline. Tap Work Offline button to proceed.
3. Tap **Punch** to open the Punch tile. Tap the **Punch** button to record your time.

You will see a success confirmation message indicating that your punch was recorded offline. Your timecard will not display the punch until connectivity has been restored.



Reconnect to Workforce Dimensions:

Once connectivity is restored, you will see a yellow message appear towards the top of your device.

1. Tap the message to reconnect.
2. After reconnecting, your punch will be validated, and a message will appear on the screen indicating that your offline punches have been posted to the system.

