



mTimeCard Mobile Punching

mTimeCard is a simple and easy to use mobile app for tracking employee time and attendance. It frees you from paper timesheet burdens and saves your money.

Mobile clock-in/ out
Work attendance monitoring

Shift planning

Timesheet management

Notifications on delays

Quick, easy and accurate payroll

| Features | |
|--|--|
| Mobile and web clock in | |
| Managers web portal | |
| Shift scheduling & acknowledgment | |
| Unlimited business locations | |
| Real time attendance reports | |
| Email notifications for late clock-ins | |
| Priority email support | |
| Venue independent clock in/clock out | |

| Package | Suitable for | Price per month |
|---|---------------------|-----------------|
| Starter  | Up to 10 employees | \$29.95 |
| Small Business | Up to 20 employees | \$49.95 |
| Unlimited | Unlimited employees | \$99.95 |





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How does it work?

Log in into mTimeCard administrative portal to set up your account settings and start monitoring employee time and attendance.

1

Add Your Venue

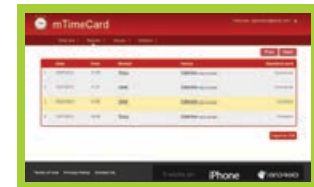
Enter your venue name, address and working hours. If you don't have the exact address, simply drag the pin on the map to define location. You can add as many venues as needed.



2

Join Employees

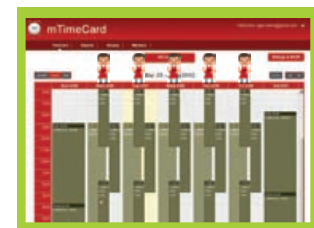
Enter employee name and phone number. Each employee can work in one or more venues. Let them know they need to download the app from either Android, Apple or Windows Phone appstores.



3

Manage Work Shifts

Employees' work is organized in shifts. Simply enter start and end time of each shift to schedule personnel roster.



4

Select Clock in Options

Select a clock in option for your employees. You can allow employees to clock in/out from anywhere, only in certain venues or allow them to choose their clock in/out venues.



5

Distribute PIN Numbers

After completing the steps listed above, you will be given a PIN code for each employee needed to activate the app. Give them the PIN code so they can activate the app from their mobile phone and start using the service.

Your mTimeCard is now ready to use!

Registration
Successful!

