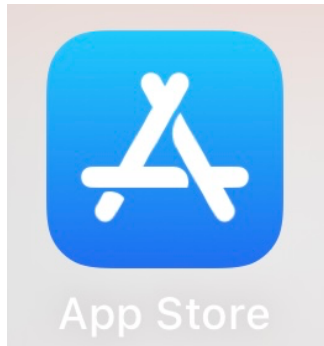
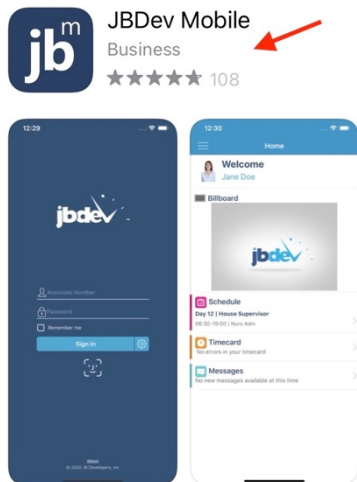


JBDev Time and Attendance System - Mobile App Timecard Directions

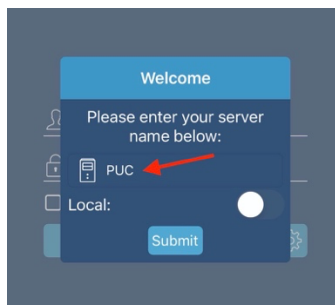
1. On your mobile device, go to the App Store



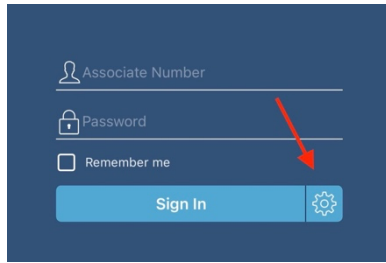
2. Download the JBDev Mobile App.



3. Open the App, and Enter the Server Name, “PUC” in the Server Field, Click “Submit.”

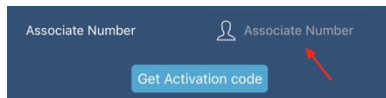


- Click on Settings (the little wheel/cog next to “Sign In.”)



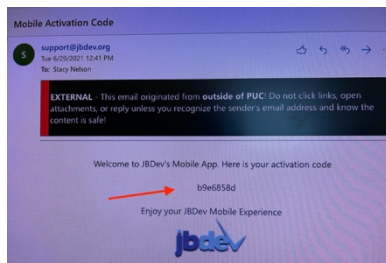
A screenshot of a login interface on a dark blue background. It features three input fields: 'Associate Number' with a person icon, 'Password' with a lock icon, and a 'Remember me' checkbox. Below these is a 'Sign In' button and a settings gear icon. A red arrow points to the gear icon.

- Enter your PUC Employee ID# (on your contract), in the “Associate Number” field, and click, [Get Activation Code].

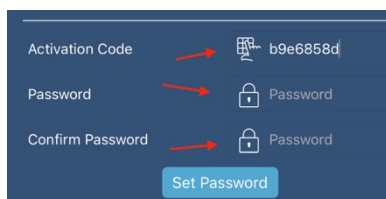


A screenshot of an activation screen. It has two 'Associate Number' input fields with person icons. Below them is a 'Get Activation code' button. A red arrow points to the button.

- Check your PUC email for the Activation Code.

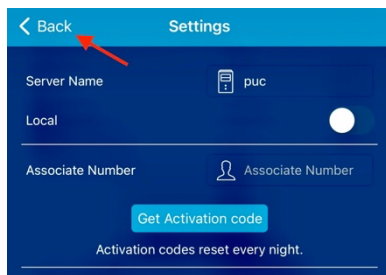


- Go back to the app on your mobile device, and enter the Activation Code in the “Activation Code” field. Also, in the app, you will need to create a Password and confirm it (please note that the password must be at least 8 characters including 1 number). Click on [Set Password].



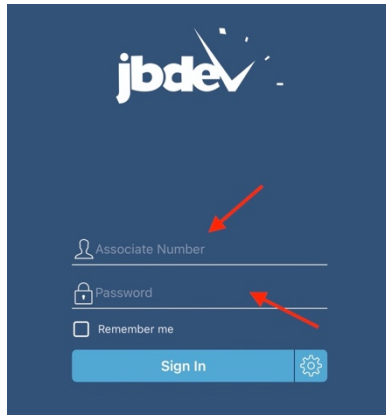
A screenshot of a password setup screen. It has three input fields: 'Activation Code' with a QR code icon, 'Password' with a lock icon, and 'Confirm Password' with a lock icon. The value 'b9e6858d' is entered in the first field. A 'Set Password' button is at the bottom. Red arrows point to each of the three input fields.

- Press the Back arrow to go to the login screen

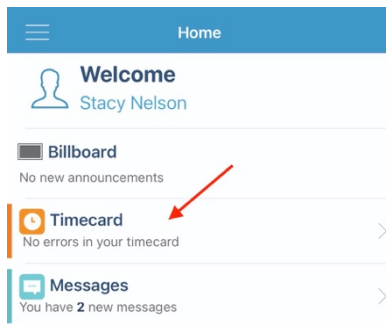


A screenshot of a 'Settings' screen. At the top is a blue bar with a '< Back' arrow and the title 'Settings'. Below are fields for 'Server Name' (with a 'puc' icon), 'Local' (with a toggle switch), and 'Associate Number' (with a person icon). A 'Get Activation code' button is at the bottom. A red arrow points to the 'Back' arrow.

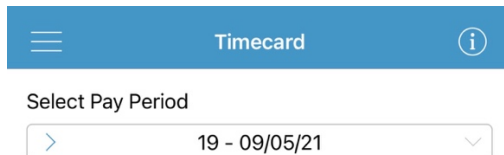
9. Login with your “Associate Number,” and “Password.”



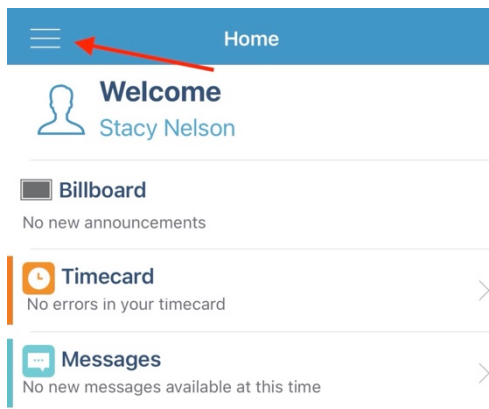
10. Once you’re logged in, select, “Timecard.”



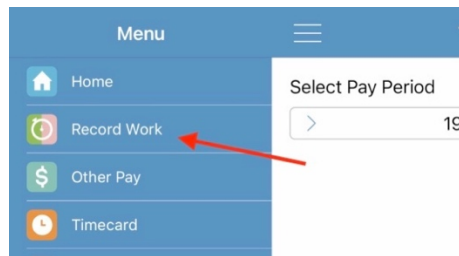
11. Select Pay Period



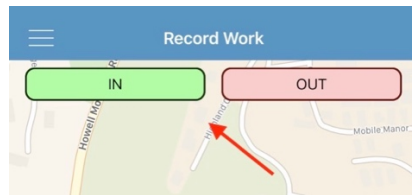
12. Select Menu



13. Select, “Record Work”



14. Clock “In” or “Out” as appropriate



15. Timecard Example

The screenshot shows the 'Timecard' screen with a list of time entries for Tuesday, Jul 13, 2021. The entries are as follows:

Start Time	End Time	Duration	Pay Description
08:24	08:46	.40	PUC51010
09:34	12:30	2.90	PUC51010
13:36	17:15	3.70	PUC51010

- Clocked in at work at 08:24.
- Clocked out of work to take my son to a MD appointment at 08:46
- Clocked back into work at 09:34.
- Clocked out of work to have lunch at 12:30.
- Clocked back into work at 13:36.
- Clocked out for work at the end of the day at 17:15.

16. When you clock out for the day, you will be ask to attest that you received the opportunity to take meal and rest periods. Select the appropriate choice.

The screenshot shows the 'Validate Timecard for Virginia Blue (6480)' screen. It contains a table of time entries and a certification statement with 'Agree' and 'Disagree' buttons.

In	Out	Amount	Pay Description	Department	Job Code	Pay Description	Amount
08:24	11:10	6.00		6480		Regular	6.00
						Night Shift 1.5x	2.30

I hereby certify that the hours I recorded today are complete and accurate. I took all my rest, meal periods and I was not required to work fewer hours than my regular schedule.

Agree Disagree