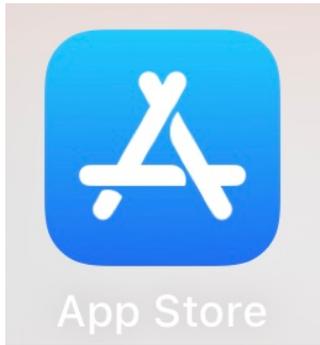
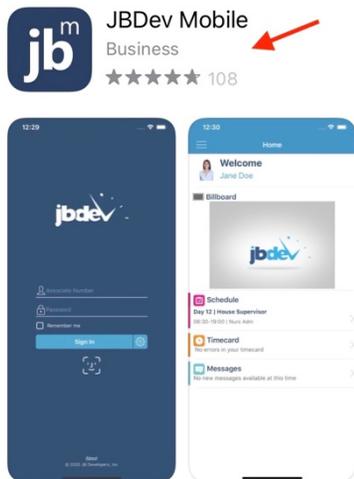


## JBDev Time and Attendance System - Mobile App Timecard Directions

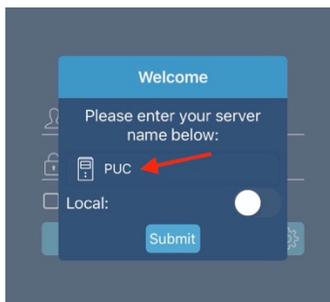
1. On your mobile device, go to the App Store



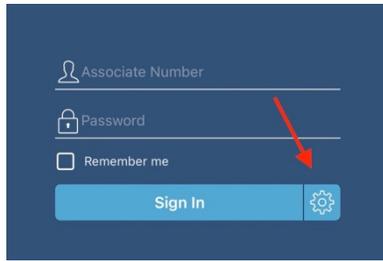
2. Download the JBDev Mobile App.



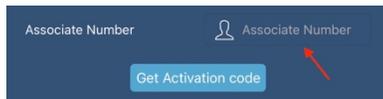
3. Open the App, and Enter the Server Name, “PUC” in the Server Field, Click “Submit.”



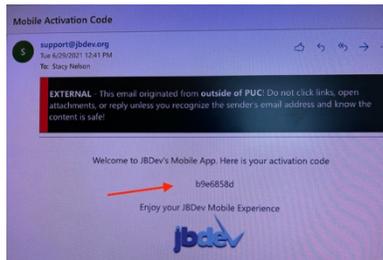
4. Click on Settings (the little wheel/cog next to "Sign In.")



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



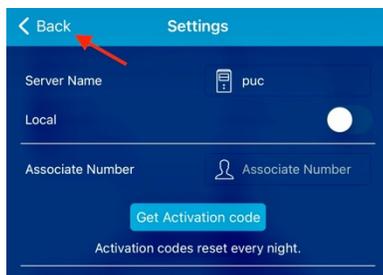
6. Check your PUC email for the Activation Code.



7. 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].



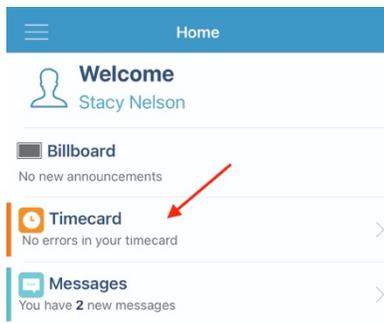
8. Press the Back arrow to go to the login screen



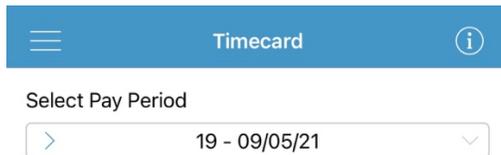
9. Login with your “Associate Number,” and “Password.”



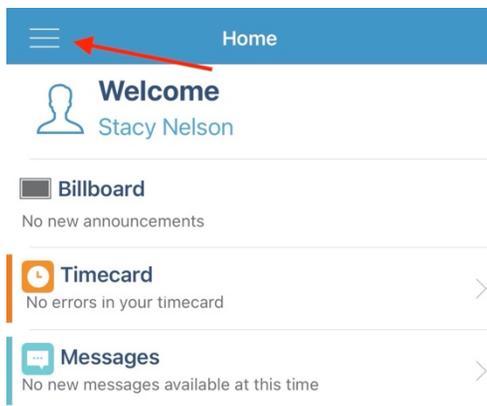
10. Once you’re logged in, select, “Timecard.”



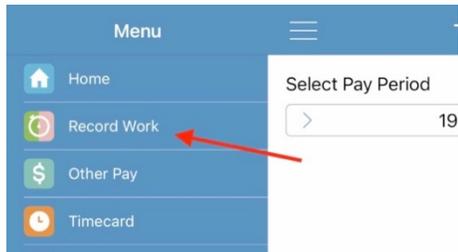
11. Select Pay Period



12. Select Menu



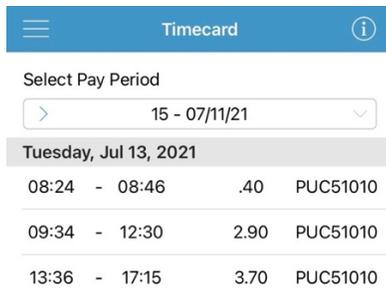
13. Select, "Record Work"



14. Clock "In" or "Out" as appropriate



15. Timecard Example



- 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.

