

EMPLOYEE GUIDE

Clock in seconds with Ponktio

Everything you need day to day: sign in, clock in, take breaks, request days off and check your hours. From your phone, in seconds.

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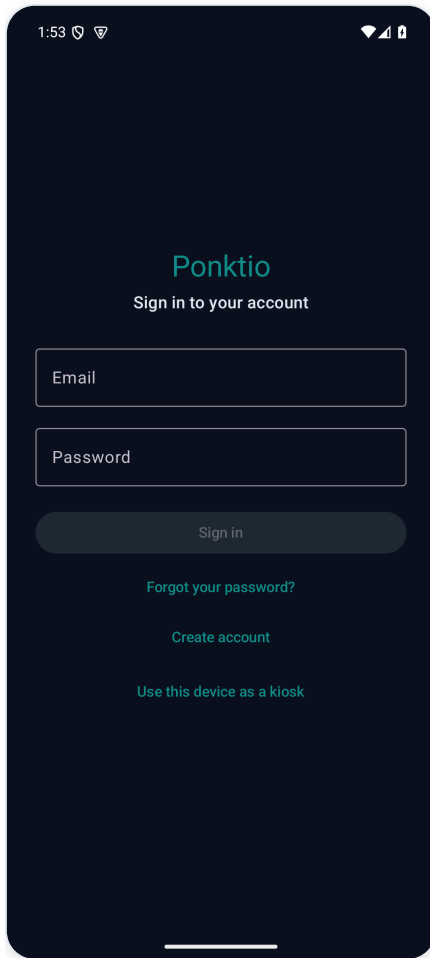
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1 Sign in to Ponktio

Your company will have sent you an invitation. Use it to create your access; after that you sign in with your email and password.



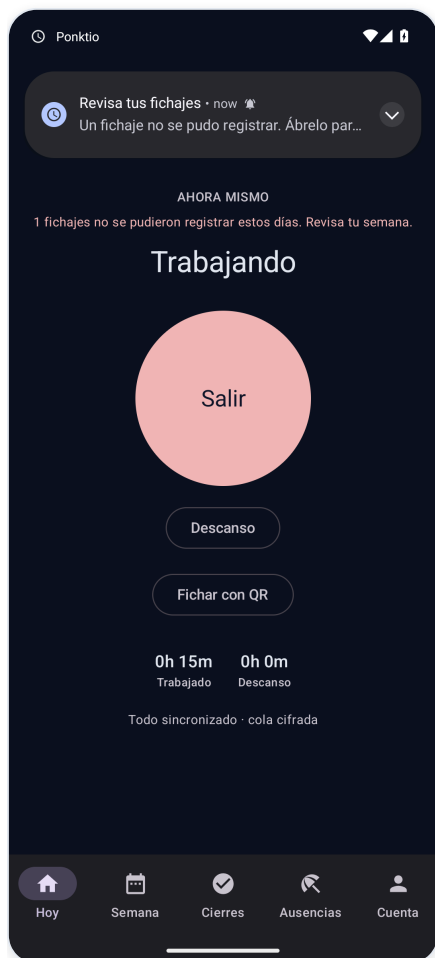
The app's sign-in screen.

1. Download **Ponktio** from Google Play and install it.
2. Open the **invitation** your company sent (by email or link) and choose your password.
3. From then on, sign in with your **email** and **password**.
4. If you forget it, tap **Forgot your password?** and you'll get a link.

The app is **free**. It will never ask you to pay: the subscription is the company's.

2 Clock your shift

The **Today** screen is one big button. One tap to clock in, another to clock out. Below, you see your hours for the day.

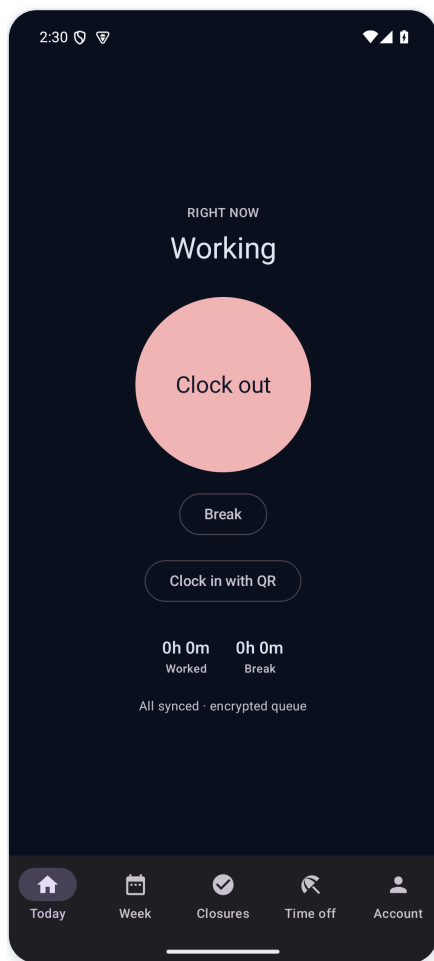


Clocked in and working: the button lets you clock out when you're done.

1. Tap the big button to **Clock in** when you start.
2. The button switches to **Clock out**: tap it when you finish.
3. Below you see how much you've **Worked** and on **Break**, and that everything is **synced**.
4. If you lose signal, the app stores the clock-in encrypted and sends it as soon as you're back online.

3 Breaks and clock-out

When you take a break, mark it: that way your hours add up without you doing any maths.

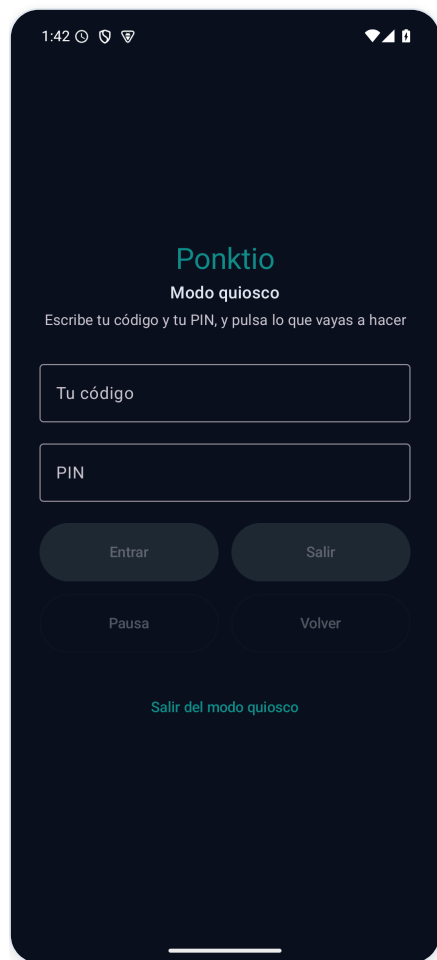


1. During the shift, tap **Break** to pause.
2. When you're back, tap **Resume**.
3. At the end of the day, tap **Clock out**. You'll see the day's summary.

The Today screen with your worked and break time.

4 Clock in with QR or at the kiosk

If your company uses it, you can clock in without a session: by scanning a QR on the wall, or with your code and PIN on the venue's tablet.



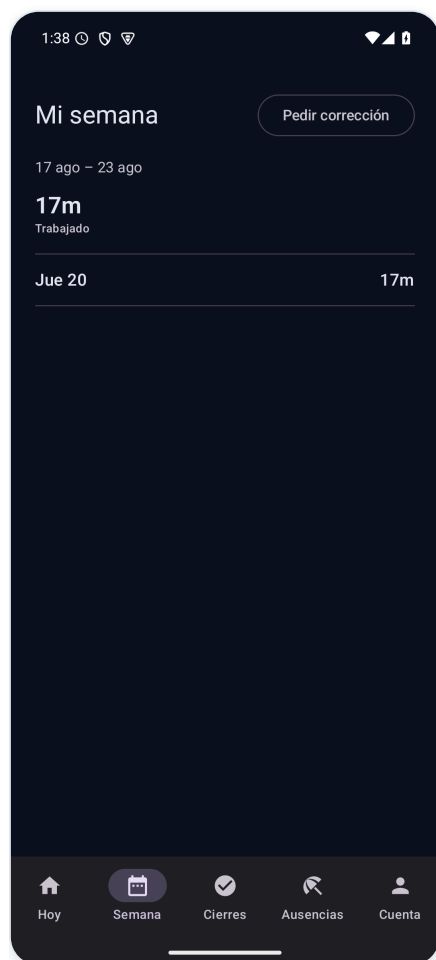
1. For **QR**: on Today tap **Clock in with QR** and point the camera at the site's code.
2. The app confirms the clock-in on screen.
3. At the **kiosk** (venue tablet): type your **code** and **PIN** and you're done.

Your company decides which methods are on. If you don't see an option, it isn't enabled.

The kiosk: clock in with your code and PIN.

5 Your week and time off

Besides clocking in, the app lets you check your week's hours and request days off, all from the tabs at the bottom.

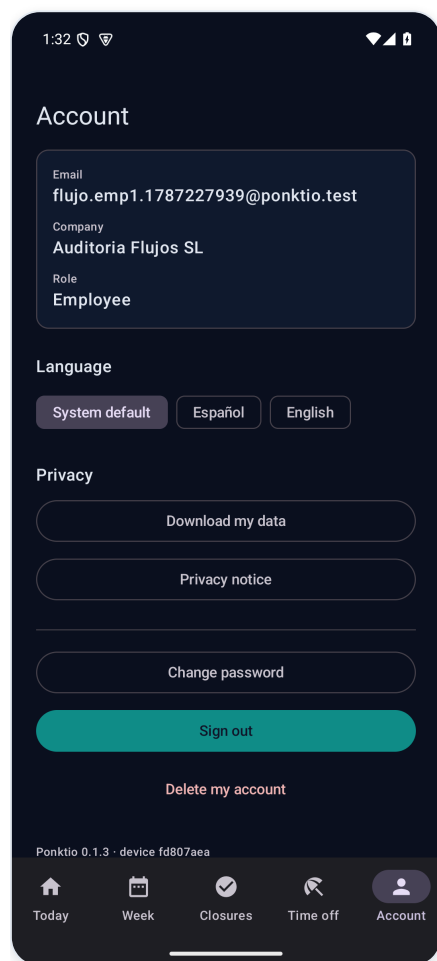


Week: your hours, day by day.

1. In **Week** you see the summary of your hours by day.
2. In **Time off** you request holidays or leave under your company's policies.
3. You'll get the outcome (approved or rejected) right in the app.
4. In **Closures** you confirm — or dispute — the month's hours when your company closes them.

6 Your account and language

In **Account** you manage your profile, switch language on the fly and sign out.



1. Open the **Account** tab.
2. Switch **language** (Spanish or English) whenever you want.
3. From here you can also **sign out** or manage your account.

Account: profile, language and session.