

Timerack Mobile App

Modified on: Fri, May 10, 2024 at 3:33 PM

This article explains how to use the **Timerack Mobile app**.

[Log in for the first time](#)

[Change Password](#)

[View and Approve Timecards](#)

[Submit a Time Off Request](#)

Scan to download the app!



Find downloadable QR images (wall posters) at the bottom of this page.

[/https://support.timerack.com/a/solutions/articles/72000595940#Account-Setup-and-Login\)](https://support.timerack.com/a/solutions/articles/72000595940#Account-Setup-and-Login)

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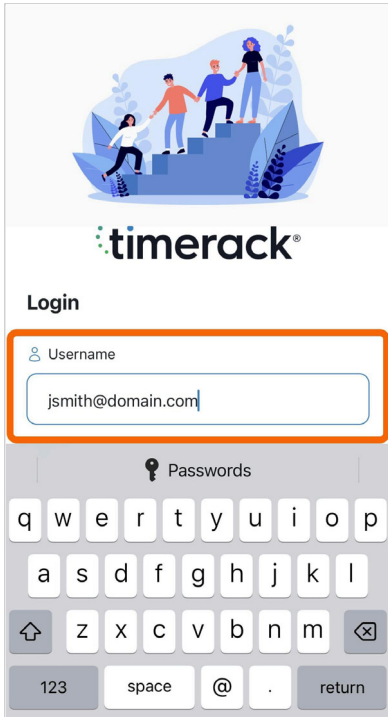
[/https://support.timerack.com/a/solutions/articles/72000595940#Account-Setup-and-Login\)](https://support.timerack.com/a/solutions/articles/72000595940#Account-Setup-and-Login)

[/https://support.timerack.com/a/solutions/articles/72000595940#Account-Setup-and-Login\)](https://support.timerack.com/a/solutions/articles/72000595940#Account-Setup-and-Login)

Log in for the first time

1) Download **Timerack** from the app store on your mobile device.

2) In the **Username** field, enter the **email address** that your company has on file.



timerack®

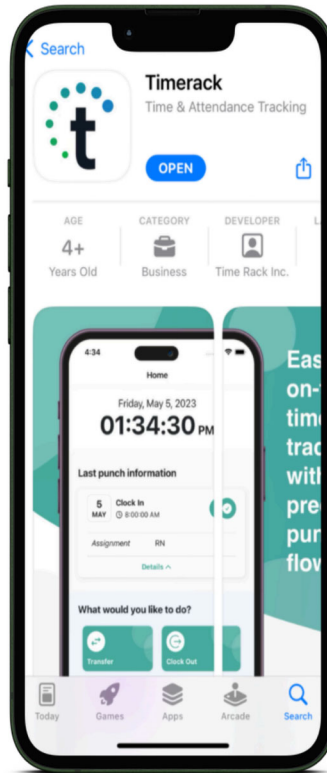
Login

Username

jsmith@domain.com

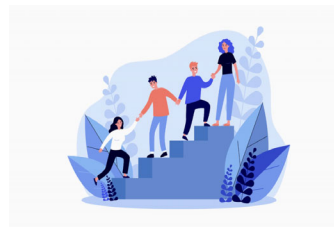
Passwords

q w e r t y u i o p
a s d f g h j k l
z x c v b n m
123 space @ . return



3) In the **Password** field, enter the **password provided by your company**.

Timerack highly recommends changing your password after your first login.



Username

jsmith@domain.com

Password

Welcome123

[Forgot password?](#)

Login

Username

jsmith@domain.com

Password

[Forgot password?](#)

4) Tap **Login**.

Login

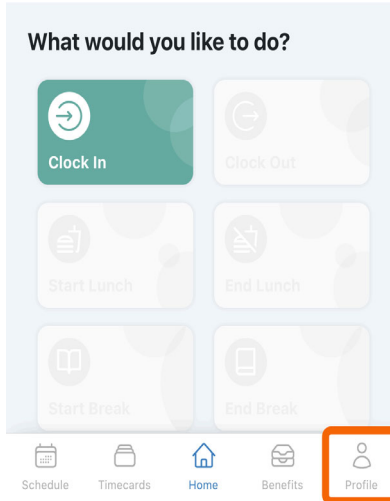
Continue reading to learn how to **change your password**.

Change Password

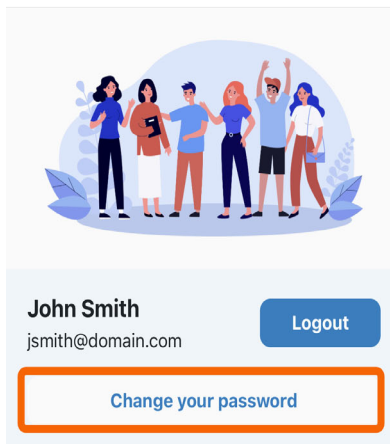
1) Open the **Timerack** app on your device.



2) Tap **Profile** on the bottom navigation menu.



Profile



3) Tap **Change your password**.

Customization

Choose your theme



Choose your preferred language



4) In the **Current Password** field, enter the password that you used to log in.

Change Password

Enter your current password, then your new password.

🔒 Current Password

🔒 New Password

🔒 Verify New Password

[Schedule](#) [Timecards](#) [Home](#) [Benefits](#) [Profile](#)

5) Create a password that you will remember and enter it in the **New Password** field.

Change Password

Enter your current password, then your new password.

🔒 Current Password

🔒 New Password

🔒 Verify New Password

[Schedule](#) [Timecards](#) [Home](#) [Benefits](#) [Profile](#)

6) **Re-enter** the new password in the **Verify New Password** field.

🔒 Current Password

🔒 New Password

🔒 Verify New Password

[Schedule](#) [Timecards](#) [Home](#) [Benefits](#) [Profile](#)

7) Tap **Submit**.

🔒 Current Password


🔒 New Password

🔒 Verify New Password

Submit

A message will display confirming successful password change. Tap **Done** to dismiss the message.

[← Back](#) **Change Password**



✓

Success!

Your password has been changed.

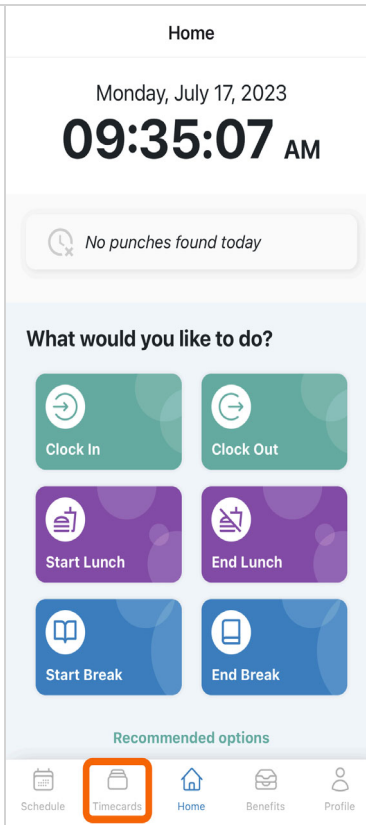
Done

Schedule Timecards Home Benefits Profile

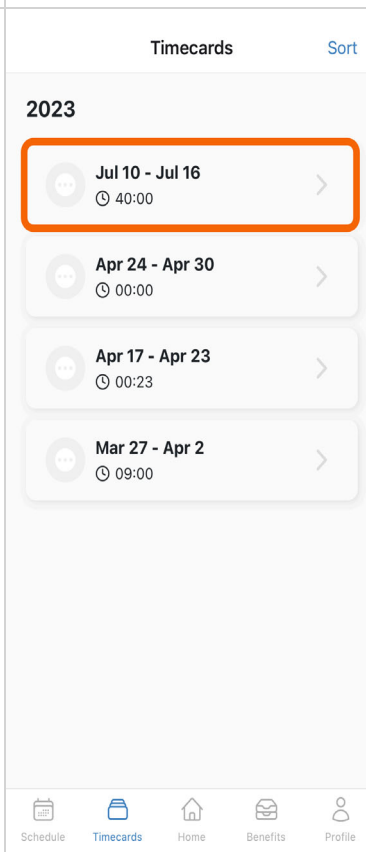
Continue reading to learn how to **view and approve your timecard**.

View and Approve Timecards

1) Tap **Timecards** on the bottom navigation menu.

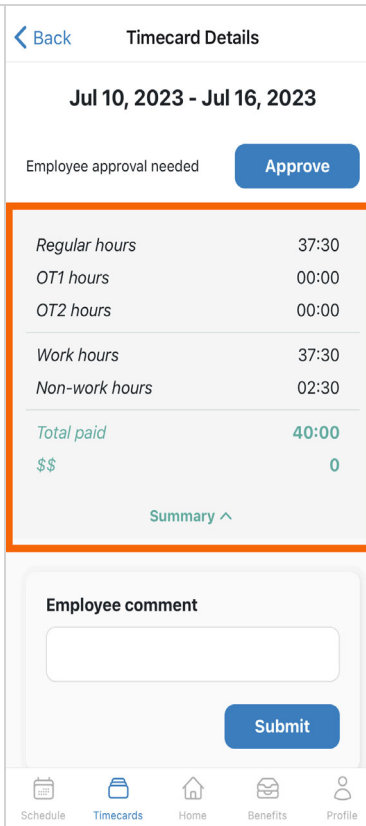
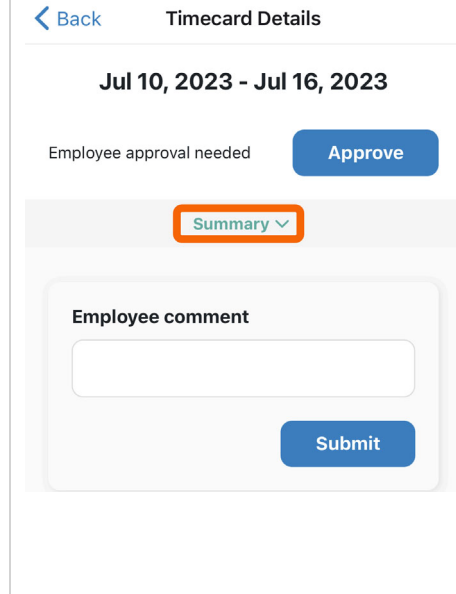


2) Tap the **Pay Period** you want to view.



3) **Summary** shows how many hours are on your timecard for the whole **Pay Period**.

If hours are not visible, tap **Summary** to view.



4) **Scroll down** to view how many hours are on your timecard for **each day**.

[Back](#) Timecard Details

Work hours	37:30
Non-work hours	02:30
Total paid	40:00
\$\$	0

[Summary ^](#)

Employee comment

[Submit](#)

Monday, July 10th ⌚ 08:00

[Punches v](#) **08:00**

Tuesday, July 11th ⌚ 08:00

[Punches v](#) **08:00**

Wednesday, July 12th ⌚ 08:00

[Punches v](#) **08:00**

Thursday, July 13th ⌚ 08:00

[Punches v](#) **08:00**

Friday, July 14th ⌚ 08:00

Schedule Timecards Home Benefits Profile

5) Tap **Punches** to view your punches for each day.

Monday, July 10th ⌚ 08:00

Punches ▾ 08:00

Tuesday, July 11th ⌚ 08:00

Punches ▾ 08:00

Wednesday, July 12th ⌚ 08:00

Punches ▾ 08:00

Thursday, July 13th ⌚ 08:00

Punches ▾ 08:00

Friday, July 14th ⌚ 08:00

6) **Review your punches** for each day. If any of your punches are not correct, contact your manager.

Monday, July 10th ⌚ 08:00

Punches ▲ **Total**

Regular
9:00:00 AM → 12:30:00 PM 03:30

Lunch
12:30:00 PM → 1:00:00 PM 00:30

Regular
1:00:00 PM → 5:00:00 PM 04:00

08:00

Tuesday, July 11th ⌚ 08:00

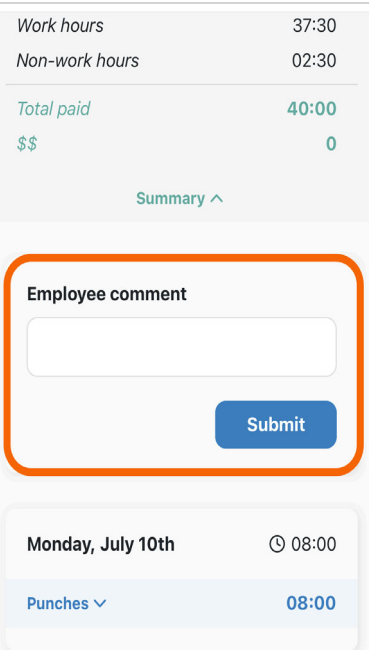
Punches ▲ **Total**

Regular
9:00:00 AM → 12:30:00 PM 03:30

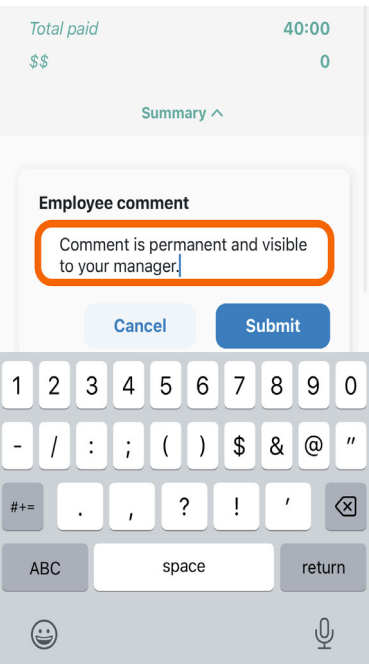
Lunch
12:30:00 PM → 1:00:00 PM 00:30

Regular
1:00:00 PM → 5:00:00 PM 04:00

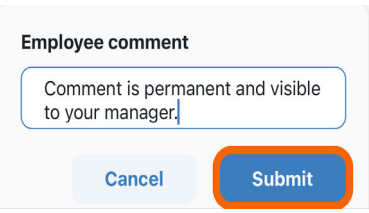
You can add a **comment** on your timecard below the **Summary**. Adding a **comment** is not required.



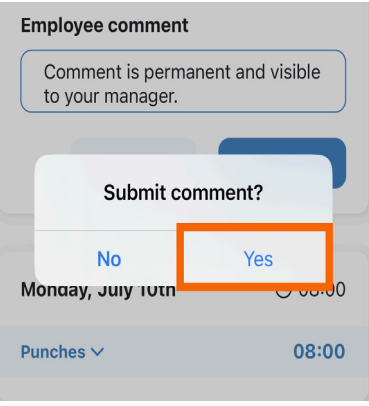
7) If you want to add a note on your timecard, tap in the **Employee comment box** to show the keyboard and then type your comment.



8) Tap **Submit** to save your **Employee comment**.

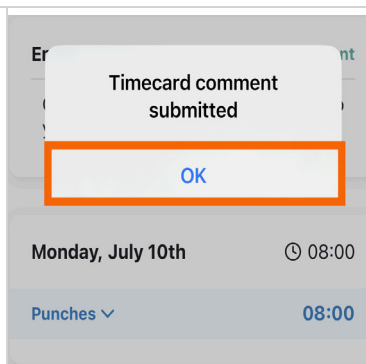


9) A confirmation question will display. Tap **Yes** to submit your comment.

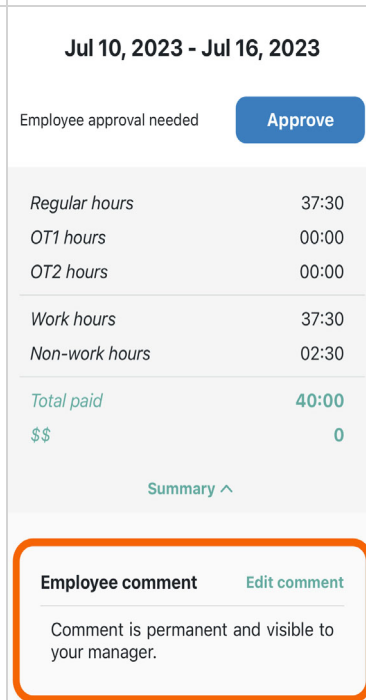


10) A message will display confirming that the comment was submitted.

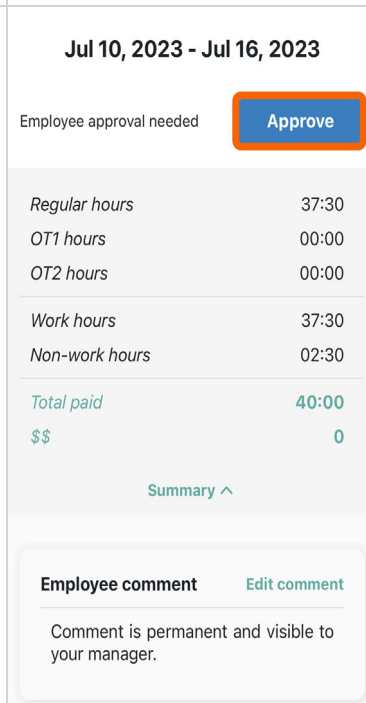
Tap **OK** to dismiss the message.



Your comment will display below the **Summary**.



11) Tap **Approve** to approve your timecard.



12) A message will display confirming that the timecard is approved.

Tap **OK** to dismiss the message.

Employee approval on **Jul 17, 2023**

Regular hours	37:30
OT1 hours	00:00
OT2 hours	00:00
Work hours	37:30
Normal hours	37:30
Total hours	00:00
\$\$\$	00:00

Summary ^

Timecard approved

OK

Employee comment [Edit comment](#)





Comment is permanent and visible to your manager.

Date of **employee approval** will display at the top of the timecard.

A **checkmark** will display in the **timecards list**.

Timecards [Sort](#)

2023

-  **Jul 10 - Jul 16**
⌚ 40:00 >
-  **Apr 24 - Apr 30**
⌚ 00:00 >
-  **Apr 17 - Apr 23**
⌚ 00:23 >
-  **Mar 27 - Apr 2**
⌚ 09:00 >

Schedule **Timecards** Home Benefits Profile

[Back](#) Timecard Details

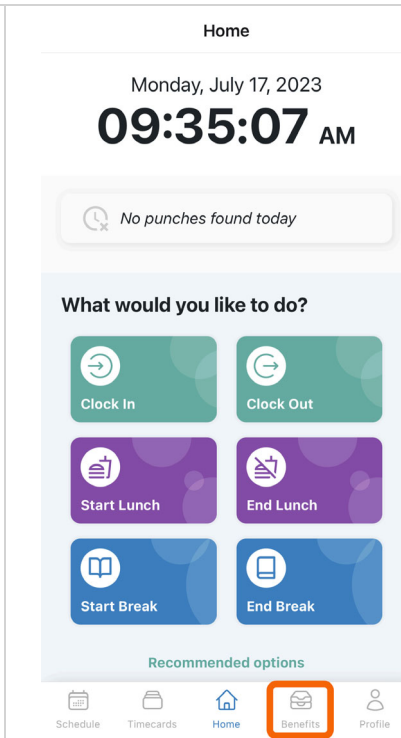
Jul 10, 2023 - Jul 16, 2023

Employee approval on **Jul 17, 2023**

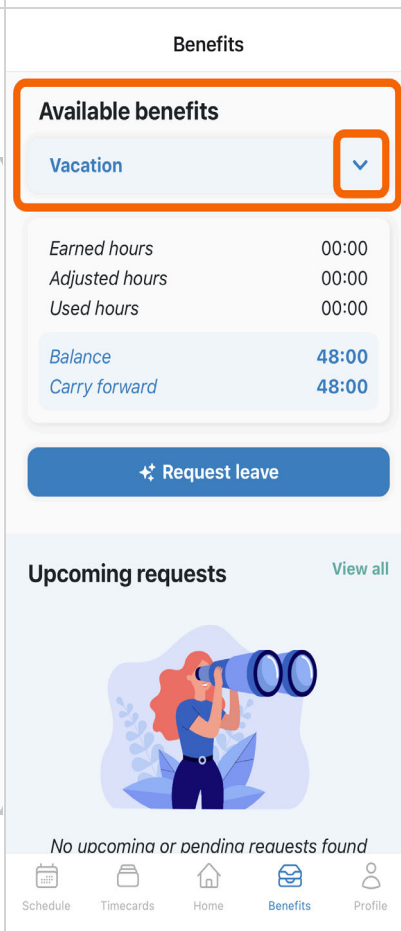
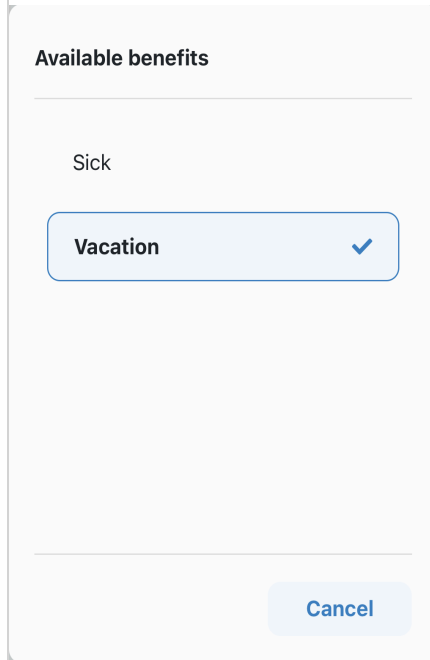
Regular hours	37:30
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Submit a Time Off Request

1) Tap **Benefits** on the bottom navigation menu.



2) Tap the **Available Benefits dropdown menu** to select the type of time off you want to request.



3) Tap **Request Leave**.

Available benefits

Vacation

Earned hours 00:00
Adjusted hours 00:00
Used hours 00:00

Balance 48:00
Carry forward 48:00

Request leave

4) Tap the **Start date** field to view the calendar.

Request leave

Vacation

Start date

July 25th, 2023

End date

July 25th, 2023

5) Tap the **arrows** to go to the **month and year** during which you want to **begin** your time off.

< August 2023 >

Sun Mon Tue Wed Thu Fri Sat

30 31 1 2 3 4 5

6 7 8 9 10 11 12

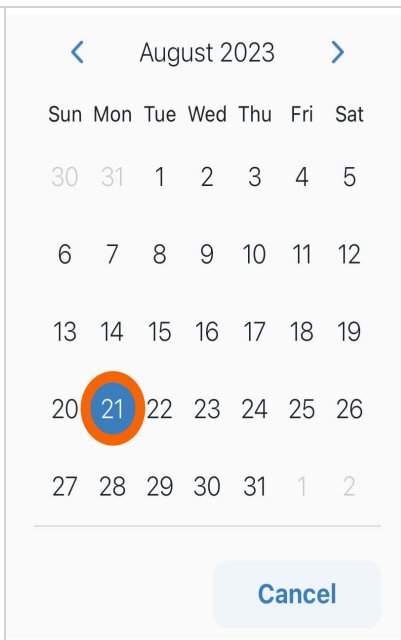
13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28 29 30 31 1 2

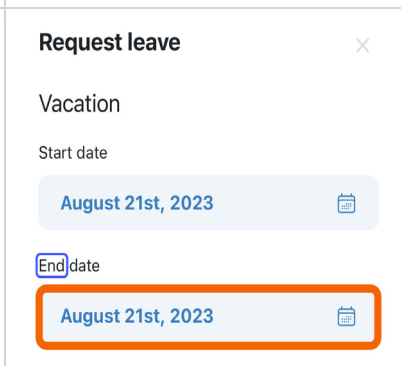
Cancel

6) Once you have found the desired month, tap a **date** to select it.

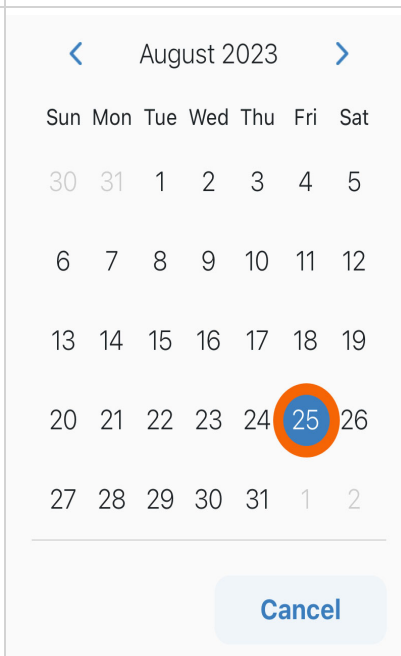


The next step is to select an **end date**. **End date** is the **final day** of your time off.

7) Tap the **End date** field to view the calendar.



8) Tap a **date** to select it.



9) Under **Time off per day**, tap - or + to adjust the number of **hours** you want to request **per day**.

To request an amount of time **less than a full hour**, tap - or + under **minutes** to enter **minutes**.



Start date
August 21st, 2023

End date
August 25th, 2023

Time off per day
hours minutes
- 08 + - 00 +

If you want to send a note to your manager about your request, tap in the **employee note** field to show the keyboard and then type your message.


Adding an employee note is optional.

Request leave ×

Time off per day
hours minutes
- 08 + - 00 +

Employee note
Going on vacation with my family,

Submit



10) Tap **Submit** to send your request.

Request leave ×

Vacation

Start date
August 21st, 2023

End date
August 25th, 2023

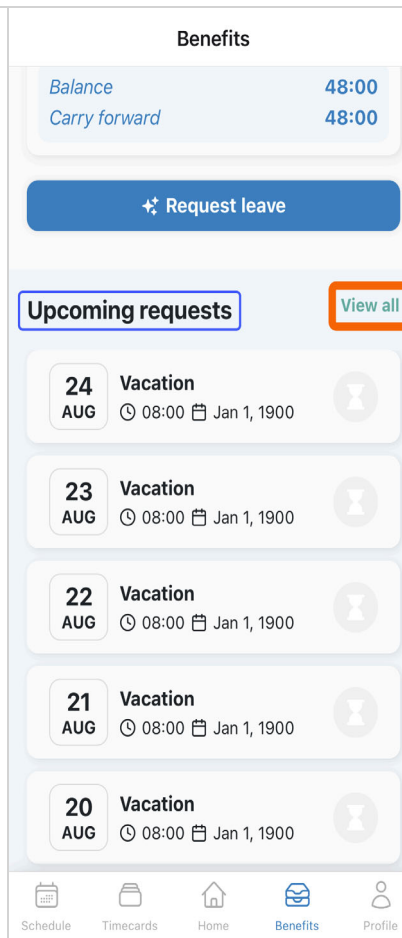
Time off per day
hours minutes
- 08 + - 00 +

Employee note
Going on vacation with my family.

Submit

Pending requests display under **Upcoming requests**.

Tap **View all** to show your full **Request History**.



Time Off Request Status



Pending

Approved

