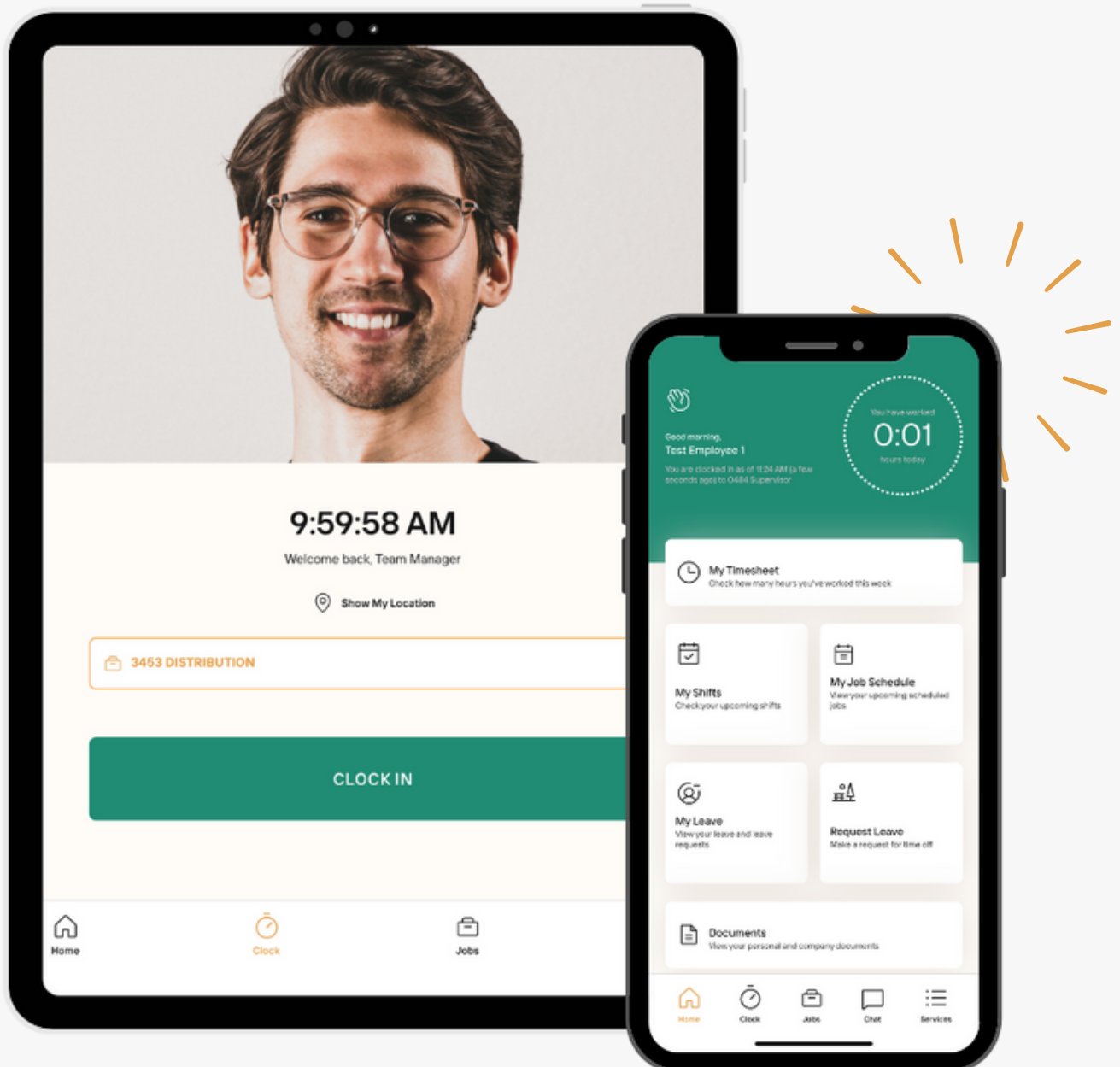**TK TimeKeeper**

Employee
Guide

Get started with the TimeKeeper app

Activate Your Account

Once your employer has added you to their system, you'll receive an email or text with a link to set up your account.

When you receive this email or text, just click on the link attached and enter in your desired password. This will give you access to your personal employee account and only you know the password. This invite link will expire within 7 days so if you don't set the password within that time, you may need to get your TimeKeeper administrator to resend the invite.

Your email or text will also contain a 4 digit pin. You'll need this pin if your employer wants you to clock in on a central tablet in your workspace. Keep both your pin and password safe.

You can download the TimeKeeper app to your mobile device by going to the App Store.

Protecting Your Privacy

Will the app track my location all the time?

No. Your mobile device's GPS location is only recorded at the point you clock in and out, to ensure you're on site. We do not continuously track your location in the background.

Clocking In and Out

To clock in on the app, just select a job from the drop down menu (if required) and hit the green 'Clock In' button.

At the end of the day, head back into the app and hit the red 'Clock Out' button.
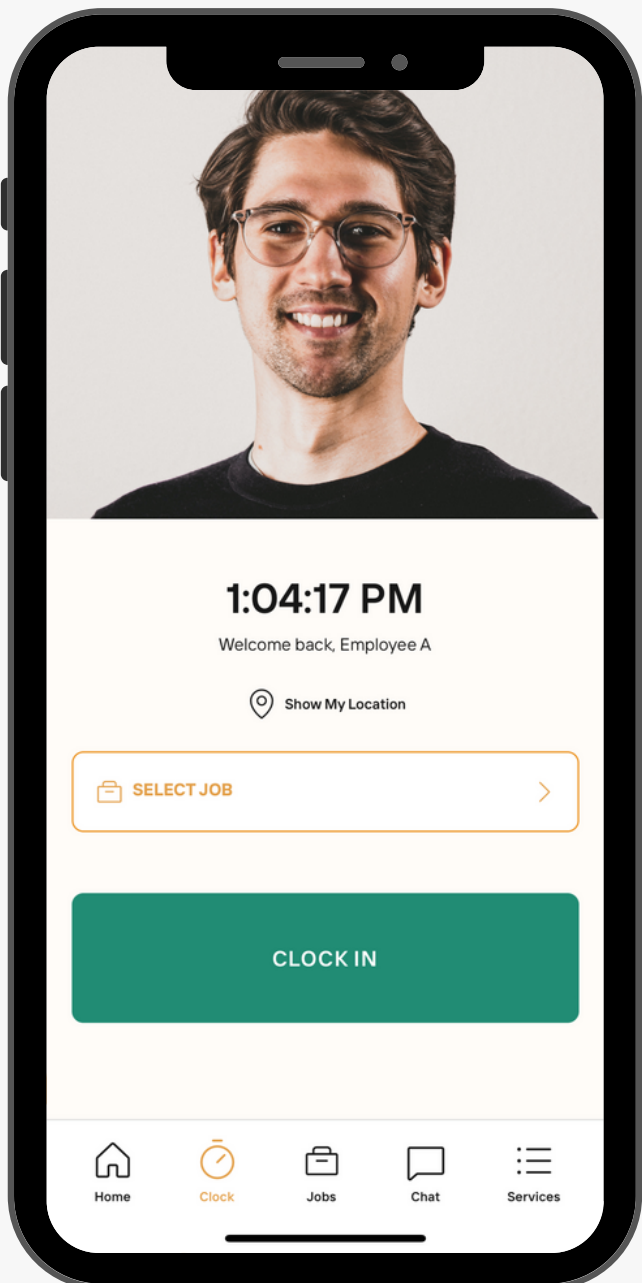
The front facing camera will take a photo of you - if this fails our facial recognition check, you'll need to try again.

If the job you're trying to clock in for has a GPS geofence enabled, you will need to be within that area to clock in.

If you need to switch to a different job during the day, you can select a new job from the drop down menu and hit the 'Switch Job' button.

1:04:17 PM

Welcome back, Employee A

Show My Location

SELECT JOB

CLOCK IN

Home   Clock   Jobs   Chat   Services

View My **Shifts**

To view your shifts, head to the 'Services' section of the app and tap 'My Shifts'

Any upcoming shifts for that week will be shown, and you can tap to view more information (such as notes added by your employer)
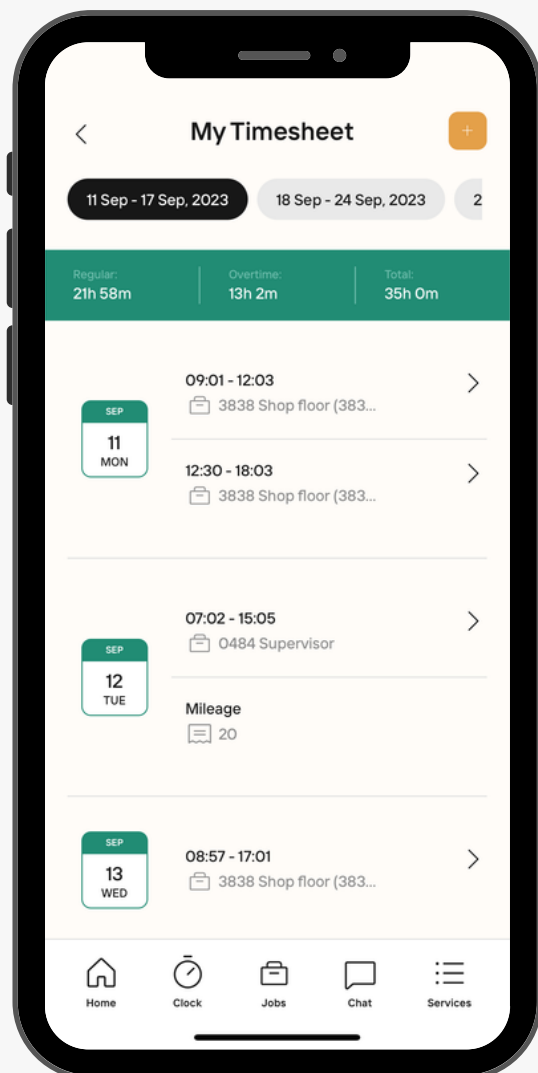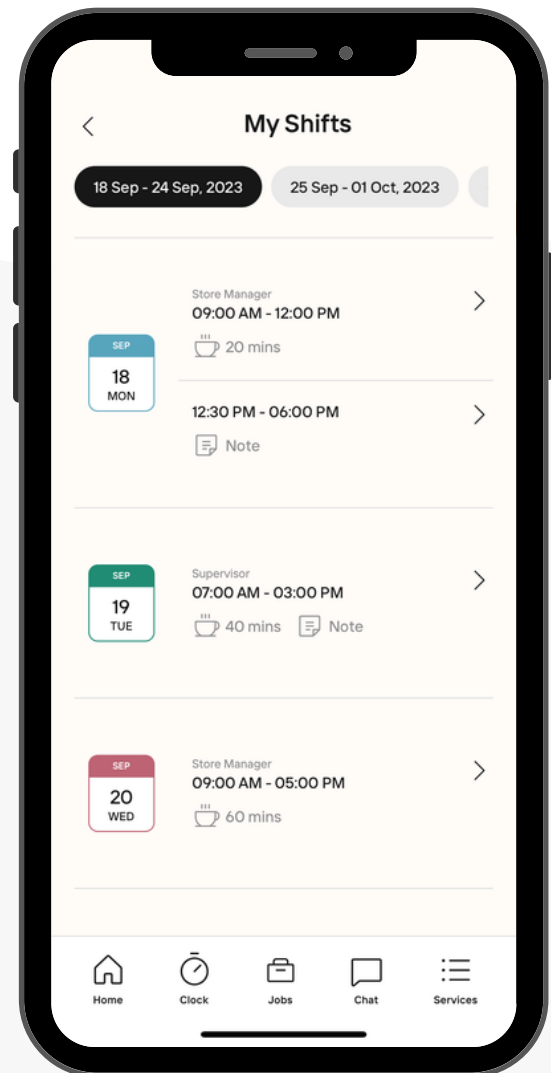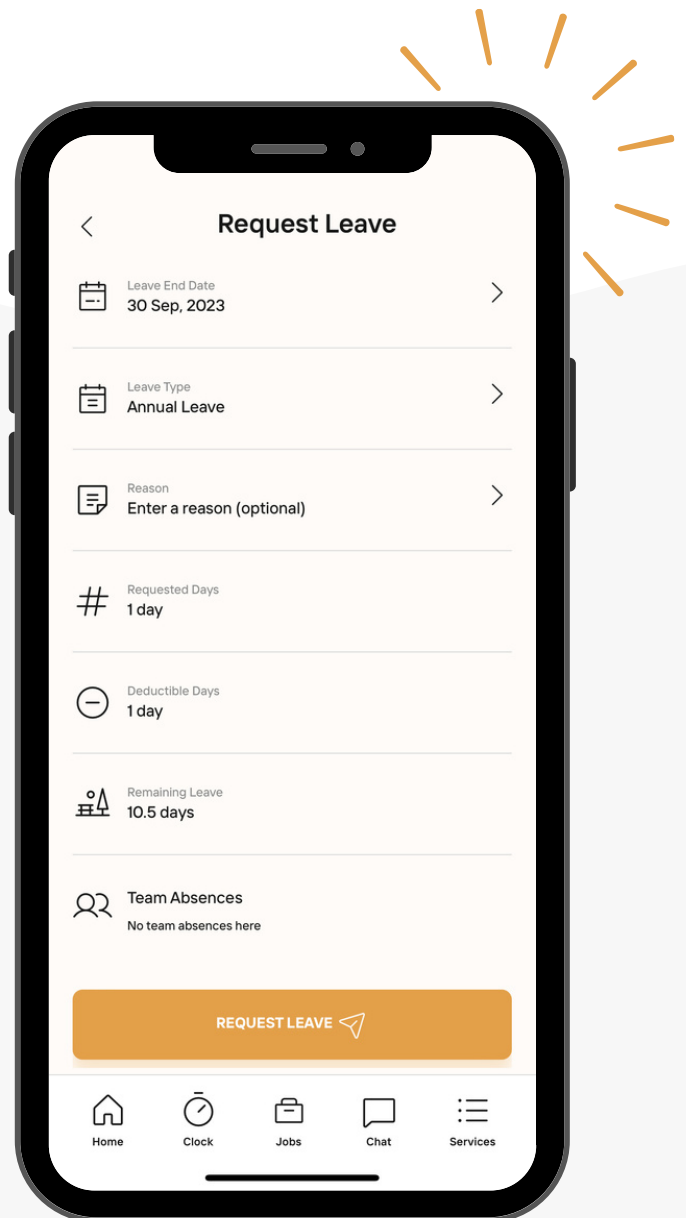

To view your timesheet, head to the 'Services' section of the app and tap 'My Timesheet'.

You can request to modify or add time entries via the 'Make a Request' feature in the 'Services' section.

Requesting
Holidays

To request holidays or leave, go to the 'Services' section of the app and tap 'Request Leave'. Select the dates you'd like to book and the type of leave, then tap the 'Request Leave' button.

Your manager or administrator will then recieve this request via email, and we'll let you know if it's approved or rejected.

Request Leave

	Leave End Date 30 Sep, 2023	>
Leave Type Annual Leave	>
Reason Enter a reason (optional)	>
Requested Days 1 day
Deductible Days 1 day
Remaining Leave 10.5 days
Team Absences No team absences here

REQUEST LEAVE ✈

Home   Clock   Jobs   Chat   Services

FAQs

Do I need to be connected to the internet to clock in?

Yes. Your device will need to be connected to the internet either with mobile data or WiFi for you to clock in.

How do I reset my password?

You can request a password reset link by tapping ' Forgot Password' on the login screen, or by heading to: https://app.timekeeper.co.uk/forgot-password