

PestPac Mobile 3.x Timesheets Usage

The PestPac Mobile App with Timesheets is an iOS- and Android-based application that allows technicians to enter in starting / ending time stamps as well as any break times for their working day and submit benefit time off.

This document covers training for the technicians using Timesheets within the PestPac Mobile app:

- [Starting Your Day](#)
- [Viewing Today's Timesheets](#)
- [Adding Breaks](#)
- [Adding Time Off](#)
- [Ending Your Day](#)
- [Viewing Your Pay Period Timesheet](#)
- [Approving Your Timesheet](#)
- [Alerts](#)

Note: Prior to using the app for Timesheets, the module must first be setup on the desktop.

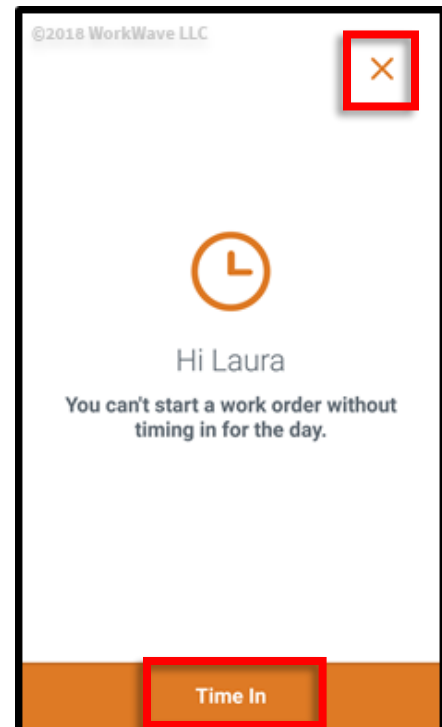
Starting Your Day

Upon logging into the app, you will be prompted to start your day.

1. Tap *Time In* on the bottom of the screen to indicate that you are starting your day.
2. You will have the ability to exit if you are logging in simply to view your schedule and not yet ready to start your day.

To do so, tap the *X* icon at the top-right of the screen to close the pop-up.

3. After clocking into the day, the app will show you the current day's order listing screen to begin completing services.



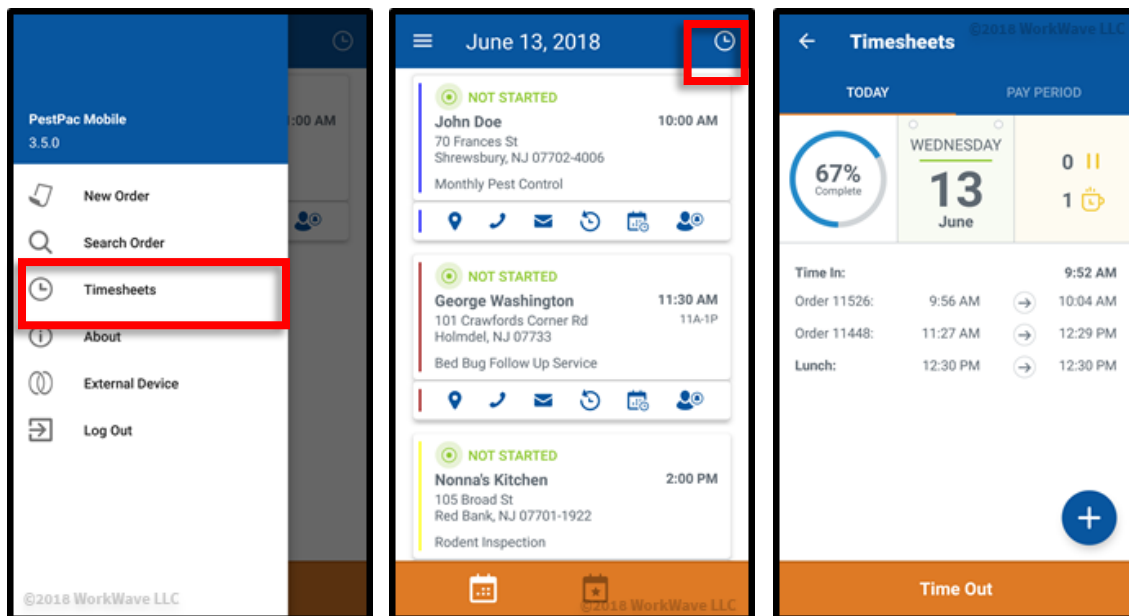
Note: You will need to start your day before timing into any order to complete a service. If you have exited the Start Your Day screen and attempt to begin servicing an order, the app will prompt you to start your day.

Viewing Today's Timesheet

The Today screen shows the current day's information. You can access the Timesheets screen via the *Hamburger Menu* → *Timesheets* or by clicking the *clock* icon in the top right-hand corner.

Across the top of the screen, the percentage of orders completed, current date, as well as any pauses and/or breaks taken will display.

On the main part of the screen, the Start Time as well as any breaks or Time In/Time Out information will display with the detailed timestamps.



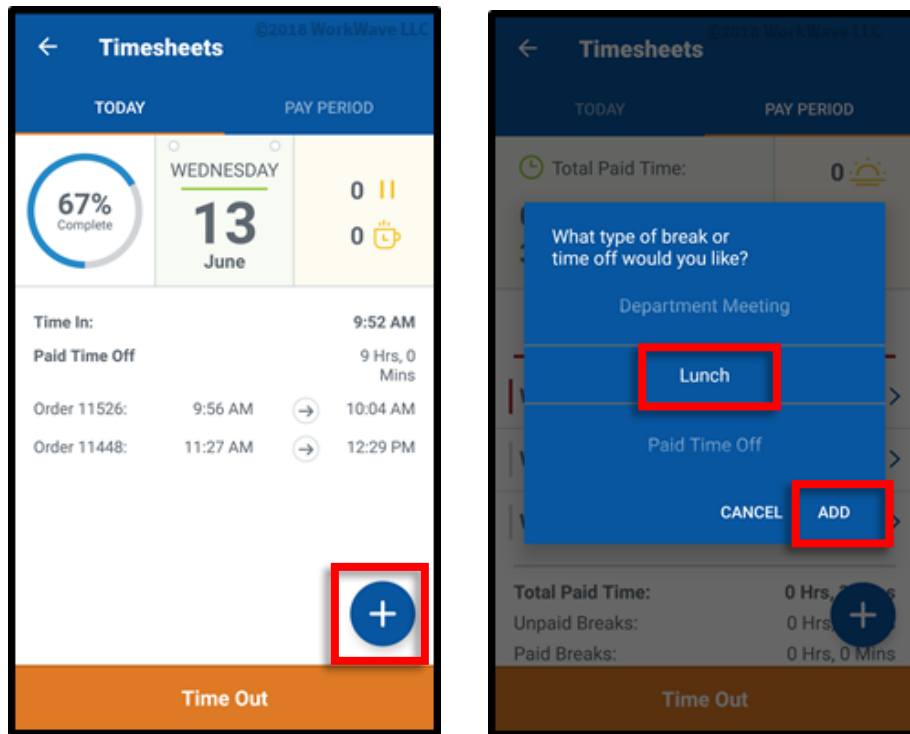
Adding Breaks

Time off reasons are pulled from both Event Reasons as well as Benefit Types for you to easily select the reason for your break.

To add breaks, complete the following steps from the Timesheets screen:



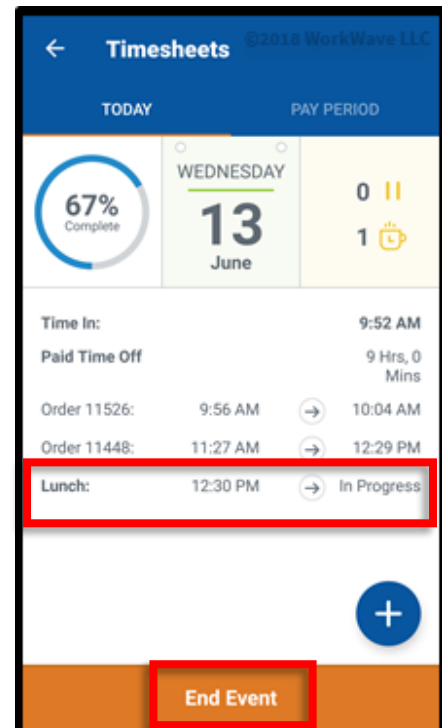
1. Tapping the + button at the bottom-right of the screen gives you the option to add different types of time off.



2. You can scroll through the options and highlight your reason.
3. Tap the *Add* button.

Once the break has started, the Time-In will display as *In Progress*.

4. To end a break, navigate to the Timesheets screen either by the hamburger menu → Timesheets or by tapping the clock icon in the top-right of the screen.
5. Once on the Timesheets screen, tap the *End Event* button to clock back in and auto-fill the end time for that event on the Today Timesheet screen.

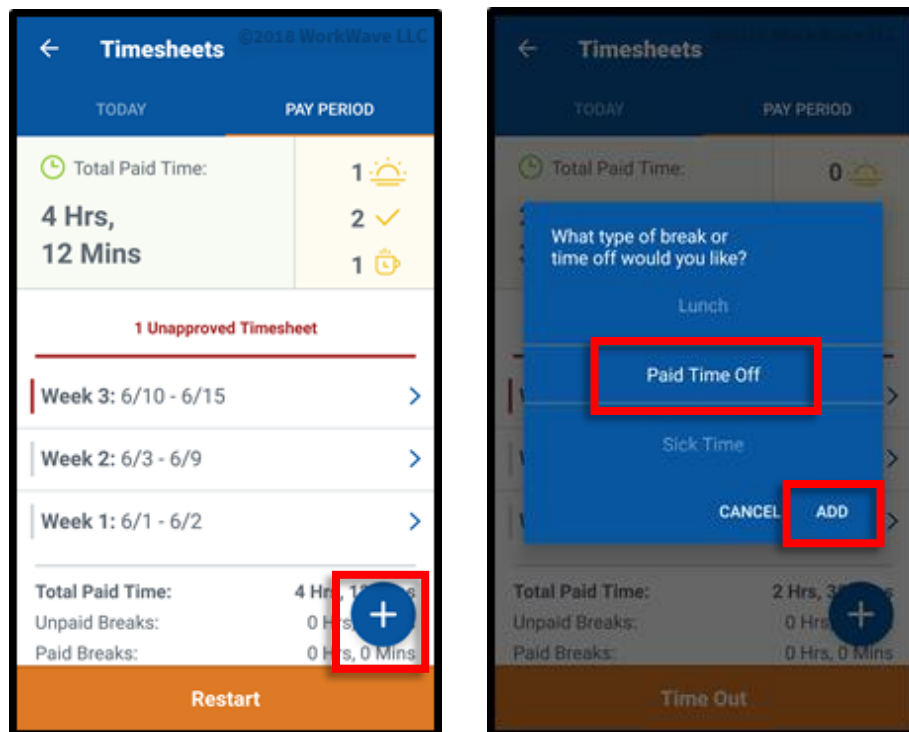


Adding Time Off

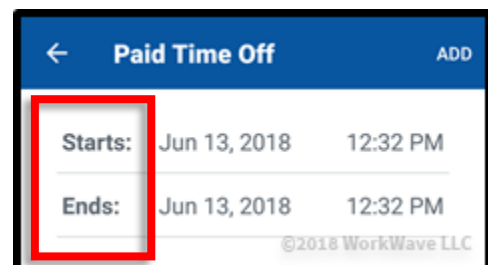
If you choose to add any break time for any of the reasons that are tied to Benefit Types, you will be prompted to select the date and time range. Benefit Type breaks are used for entering time off from work.

To add time off, complete the following steps from the Timesheets screen:

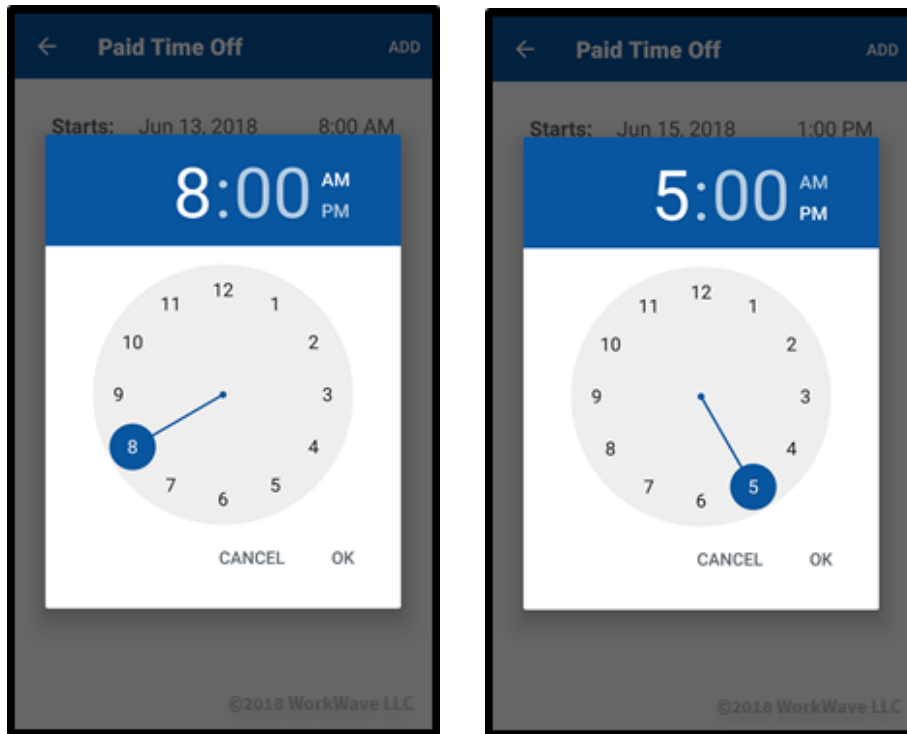
1. Tapping the **+** button at the bottom-right of the screen gives you the option to add different types of time off.



2. You can scroll through the options and highlight your reason.
3. Tap the *Add* button.
4. The app will automatically load with the current date and time. Select the specific date/time range for your time off by tapping the Starts field and then doing the same for the Ends field.



- Adjust both the date and/or times. Note that the look of the clock will differ depending on whether you are using iOS or Android.



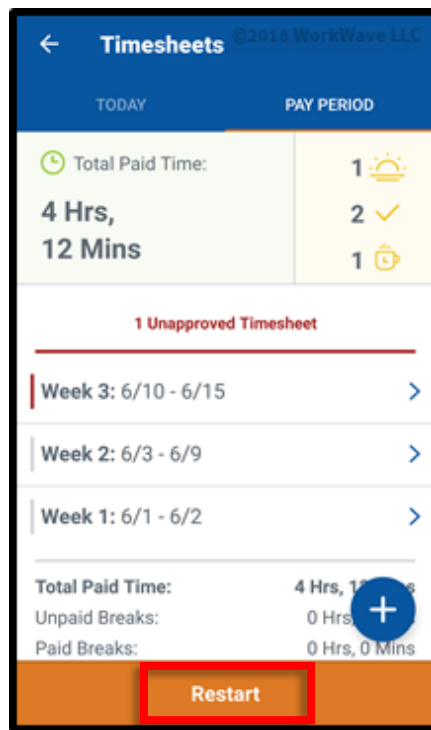
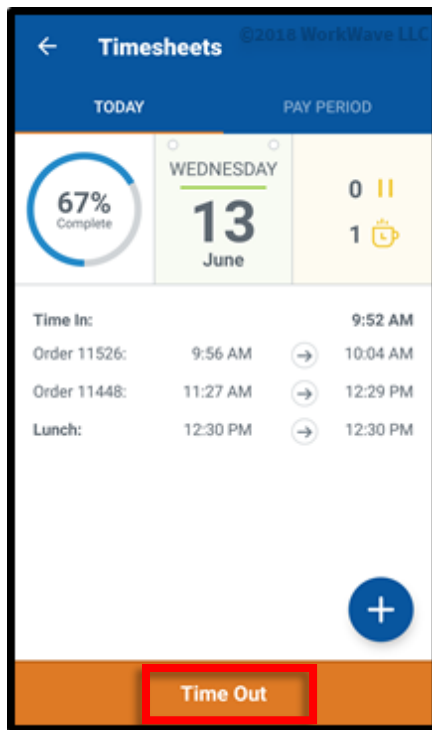
- Once you tap the *Add* button, the time off entered will be recorded.



Ending Your Day

When you have completed all services for the day, you will want to end your day.

Under either the Today or Weekly view, tap the *Time Out* button to end your day. Once you have ended your day, the *Restart* button appears in case you need to restart your day to do more work.



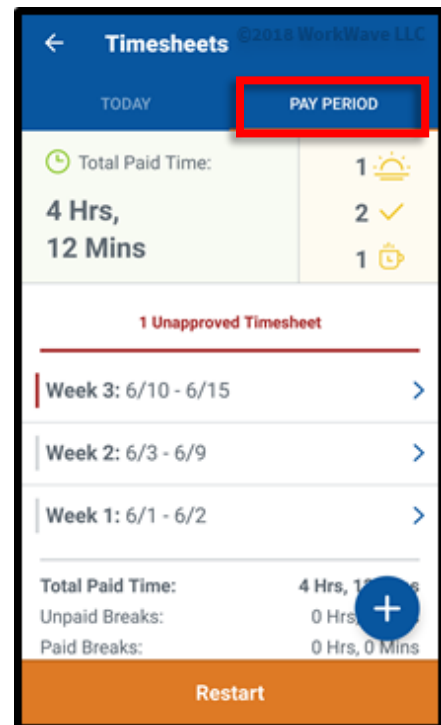
Viewing Your Pay Period Timesheet

Tapping the *Pay Period* button will bring you to a Summary screen of the current pay period.

The top-left of the screen shows total paid time.

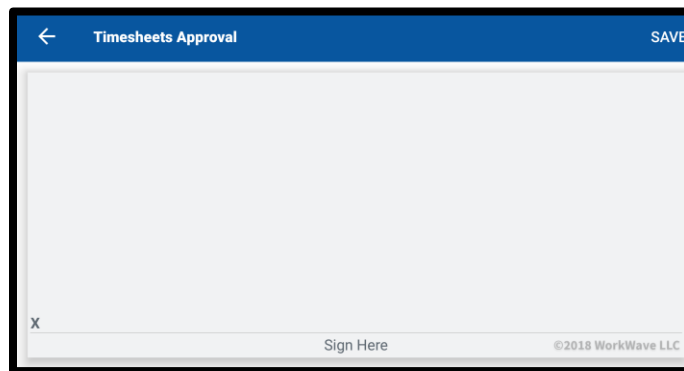
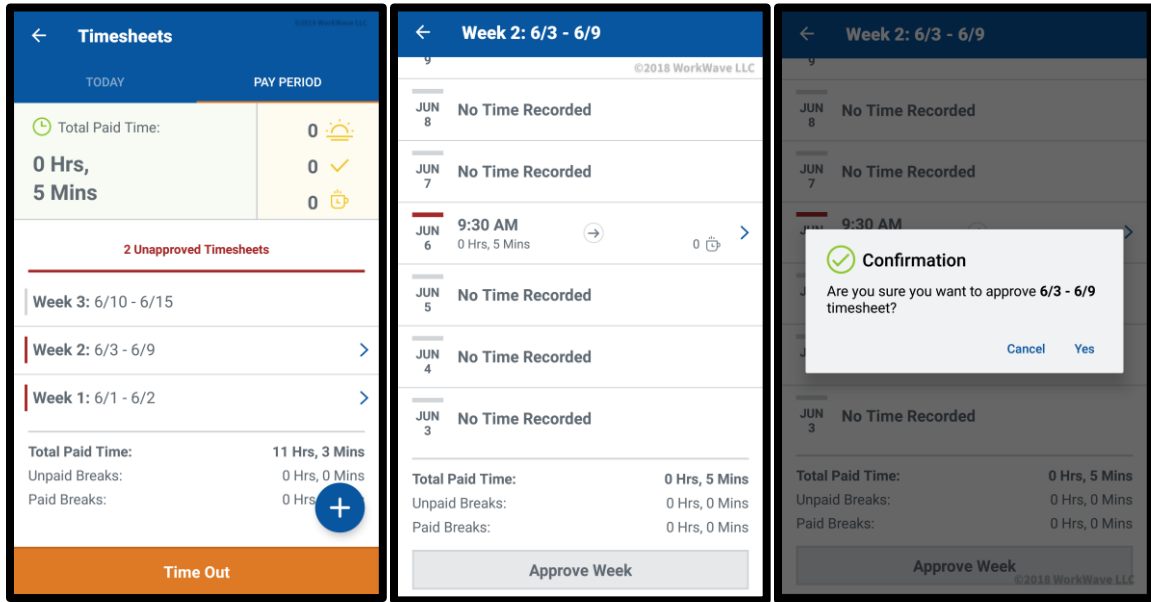
The top-right of the screen shows a summary of paid time off, completed orders, and breaks taken.

The middle of the page will show details for each day, indicating hours worked, paid time off, etc.



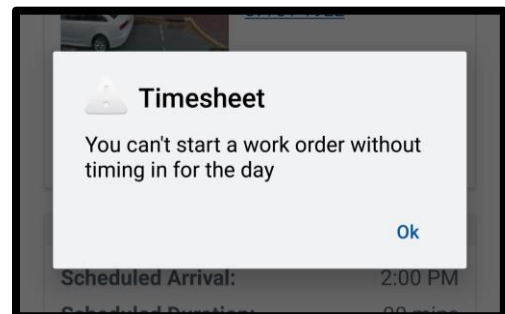
Approving Your Timesheet

The Pay Period screen will show / highlight any unapproved timesheets. Tapping an individual week will allow you to view and approve the pay period timesheet. Once you tap *Approve Week*, you will be prompted to confirm. Tapping *Yes*, signing, and tapping *Save* will approve the timesheet and update the number of unapproved timesheets



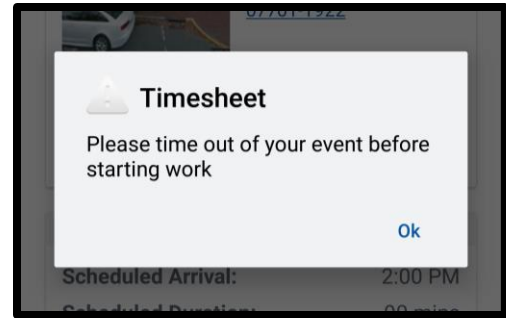
Alerts

You may receive periodic alerts prompting to take a break (access-right controlled).



If you timed out for a break or lunch and try to start an order, you will be prompted to time in for the day.

If you are not timed in, you will be prompted to time in for the day.



REMEMBER: For additional setup, training, and usage resources for Mobile and other topics for FREE, including live webinars and a robust video library, please visit [PestPac University](#).