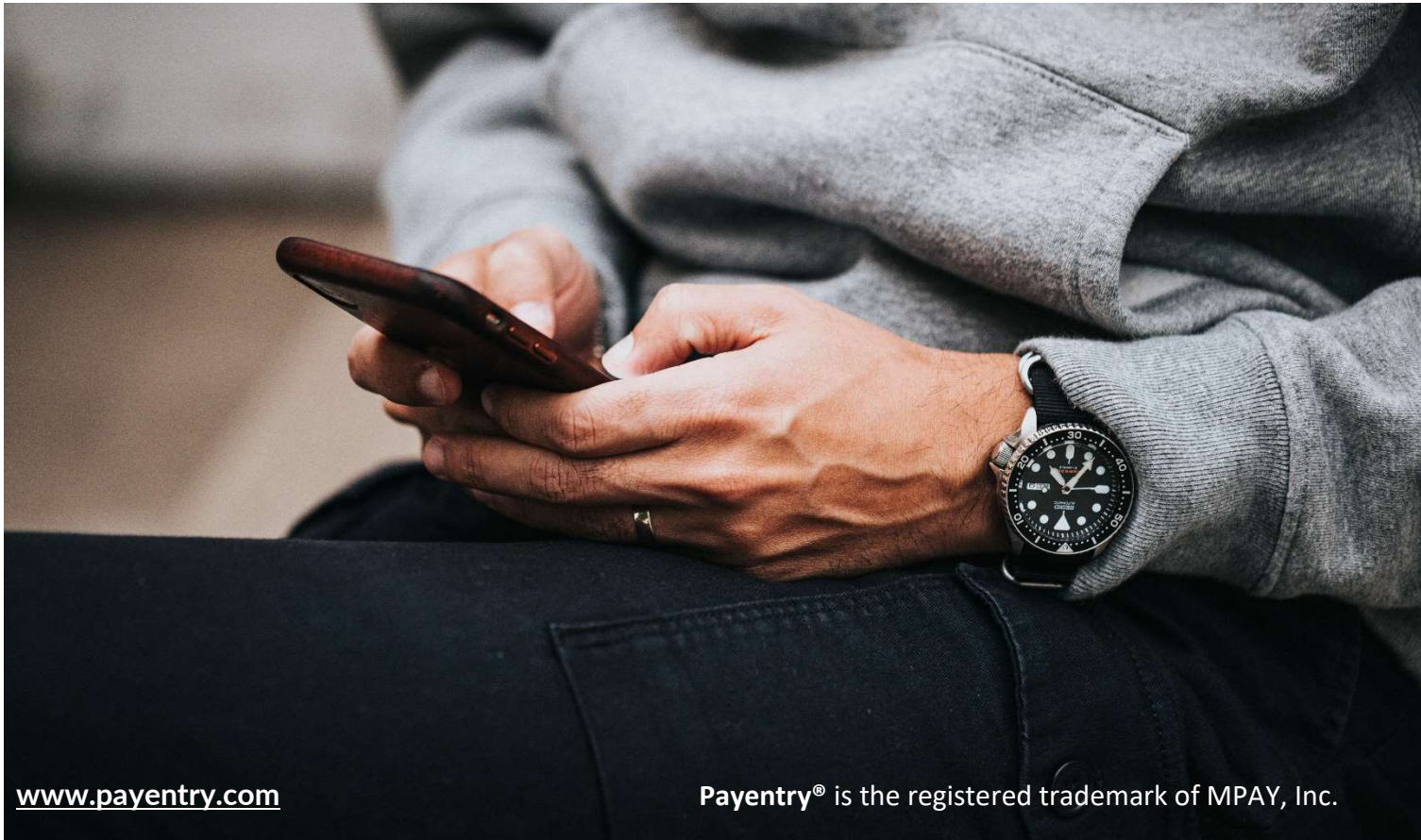




Payentry®

# HOW TO:

## MOBILE APP PUNCH IN/OUT

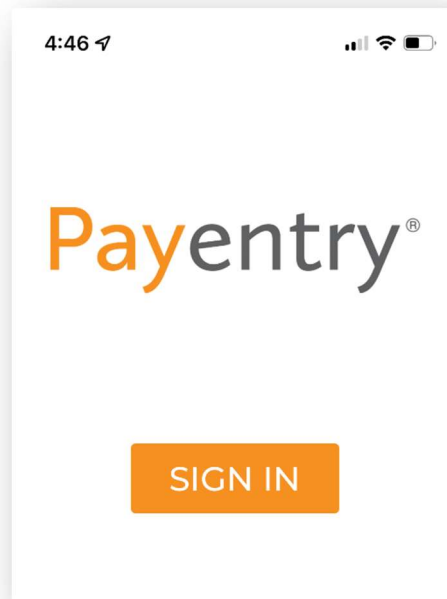


[www.payentry.com](http://www.payentry.com)

Payentry® is the registered trademark of MPAY, Inc.

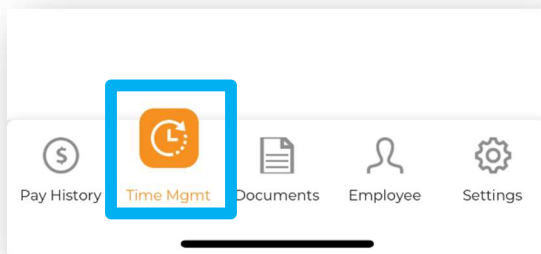
## STEP 1:

Navigate to the Payentry Mobile App and login



## STEP 2:

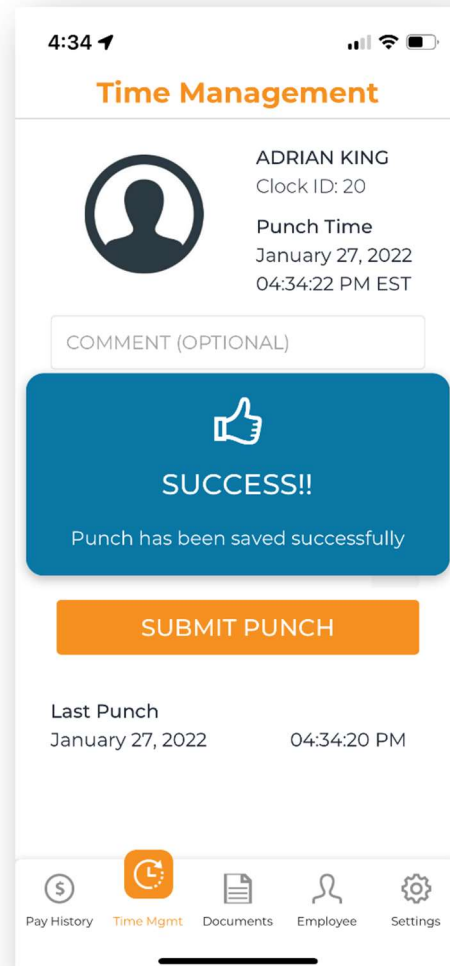
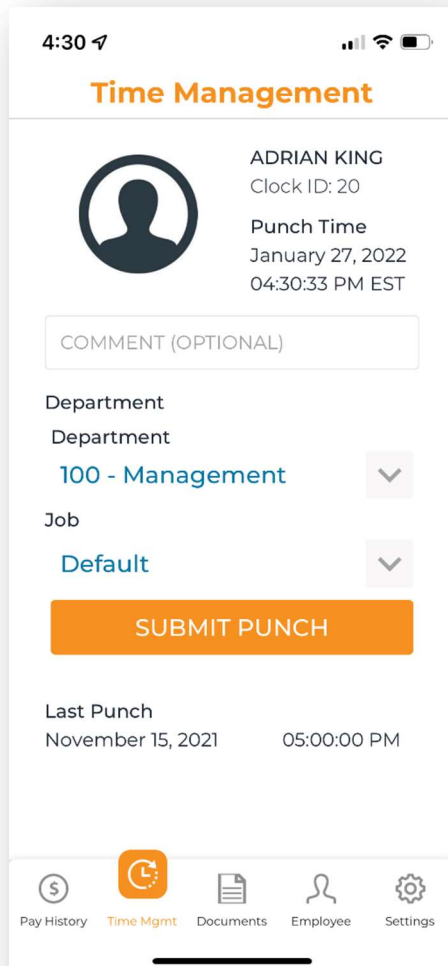
Click Time Mgmt at the bottom of the screen



## STEP 3:

Click the Submit Punch button

- Select a different department or job when applicable
- Input comment to inform manager of any actionable notes when applicable



## STEP 4:

When ready to clock out, click the Submit Punch button again

Not sure when you last submitted a punch? View last punch data below the Submit Punch button

