



Employees: How to Punch in and Punch out with the Mobile App

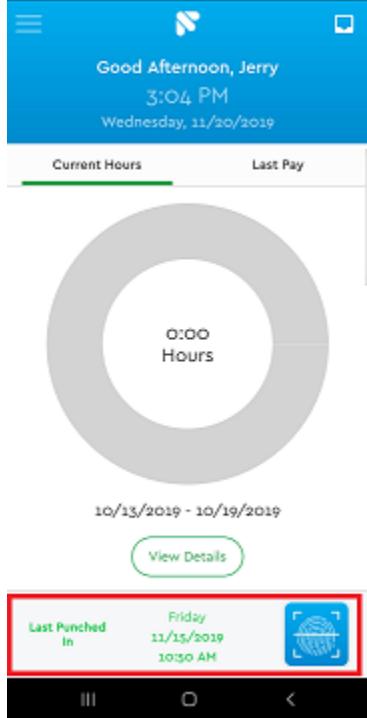
1. Download and install this app from the [Apple App Store](#) or [Google Play](#).

Note: Allow location while using the app.

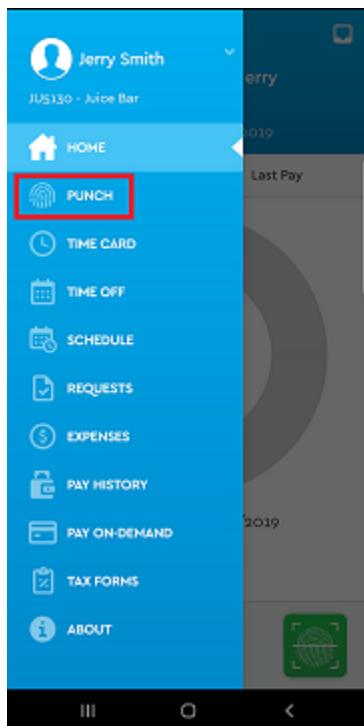
2. Enter your username, password, and company code.

The company code is: **ST8606**

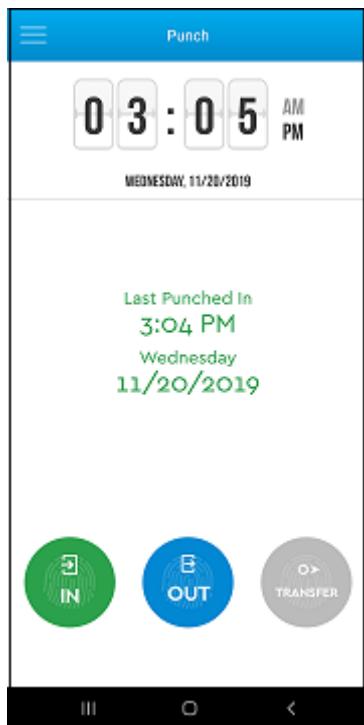
3. If you see Log In As options, select EMPLOYEE. Tap Remember Me to save your user information.
4. Tap the punch bar at the bottom to open the Punch Screen.



5. Alternatively, tap the hamburger icon in the top-left corner, and tap Punch.

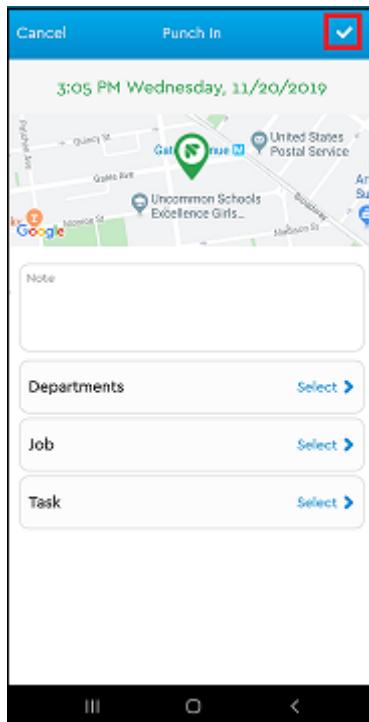


6. On the Punch screen, tap IN to punch in.





7. Click the **JOB** and **select the organization or school** you are currently working at.
8. Click the checkmark in the upper-right corner.



Watch the video here: https://youtu.be/BOO8dEvCy_c

IMPORTANT: MUST READ!

1. You must clock in and out **every day** at your assigned worksite.
2. Only punch in according to your **scheduled assignment hours**. Any extra hours or overtime must be **pre-approved** by your supervisor.
3. Your location is **geo-tagged**, so do **not** clock in while commuting or from any location other than your assigned site. The system will record your location at the time of each punch.



4. Your scheduled lunch period will be automatically deducted from your total hours. No punch in/out is required for this break.
5. If you **do not receive a confirmation message**, do not assume your punch was recorded. Immediately contact payroll@staffingboutique.org to confirm.
6. If you have any questions, concerns or need to make changes on your hours, contact payroll@staffingboutique.org.

Employee FAQ Help Resources:

Help Articles:

Help For Employees (Main Page) -

<https://help.fingercheck.com/en/collections/3602255-help-for-employees>

Employees: How to Punch in and Punch out Online -

<https://help.fingercheck.com/en/articles/1288729-employees-how-to-punch-in-and-punch-out-online>

Employees: How to Punch in and Punch out with the Mobile App -

<https://help.fingercheck.com/en/articles/76927-employees-how-to-punch-in-and-punch-out-with-the-mobile-app>

Employees: How to Submit a Punch Request on Mobile App -

<https://help.fingercheck.com/en/articles/11787454-employees-how-to-submit-a-punch-request-on-mobile-app>

Employees: Secure Your Fingercheck Account with These Best Practices -

<https://help.fingercheck.com/en/articles/8748065-employees-secure-your-fingercheck-account-with-these-best-practices>