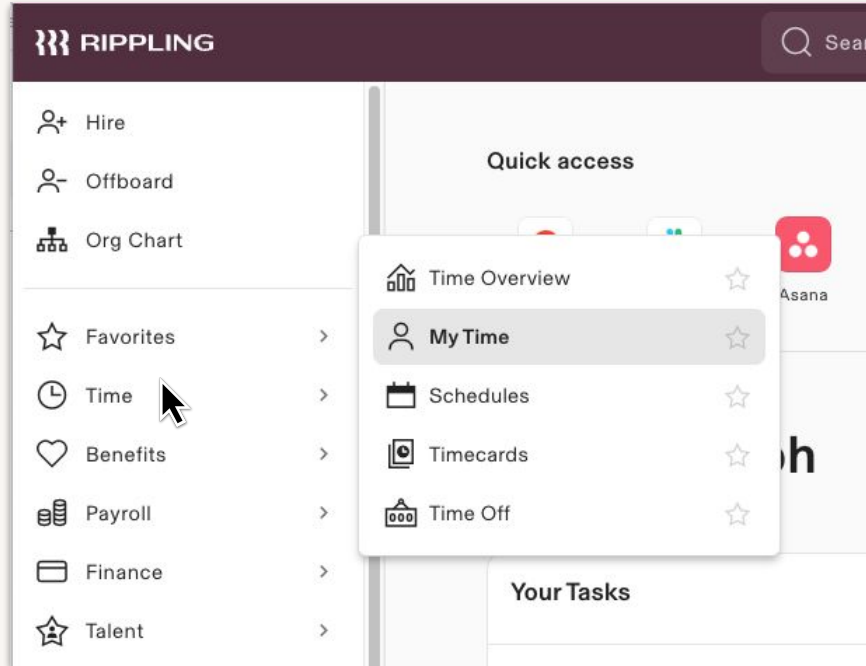


Time & Attendance for Employees

Time Keeping

Clocking In & Out

To reach the Timekeeping app, navigate to the left-side navigation bar and choose the Time App



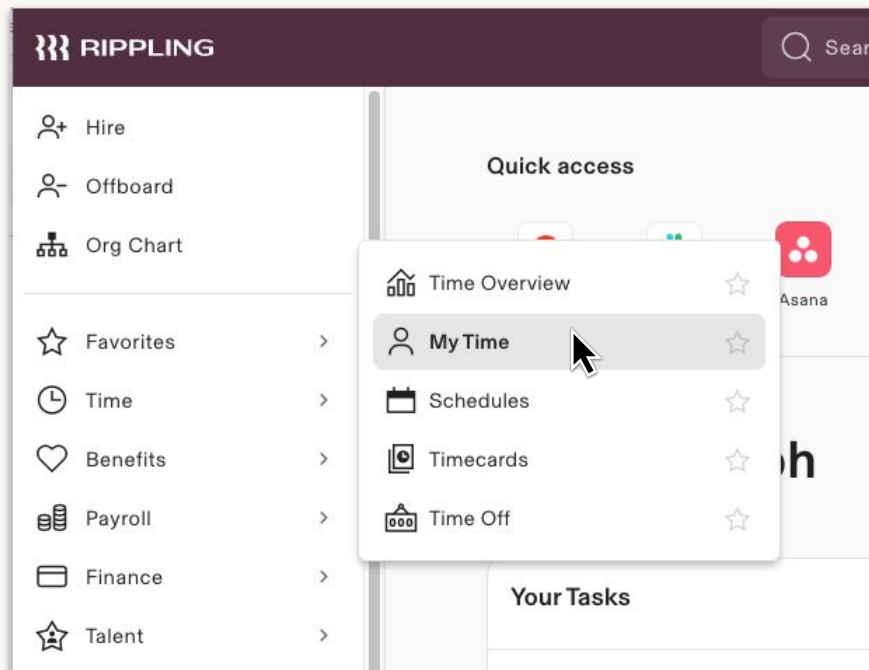
Resources on Rippling Help Center

- ★ [How to Clock Hours](#) (Browser)
- ★ [How to Clock Hours](#) (Mobile App)
- ★ [Other Time & Attendance Guides](#)

Time Keeping

Clocking In & Out

To begin time tracking within the Time App via the web, choose the “My Time” option

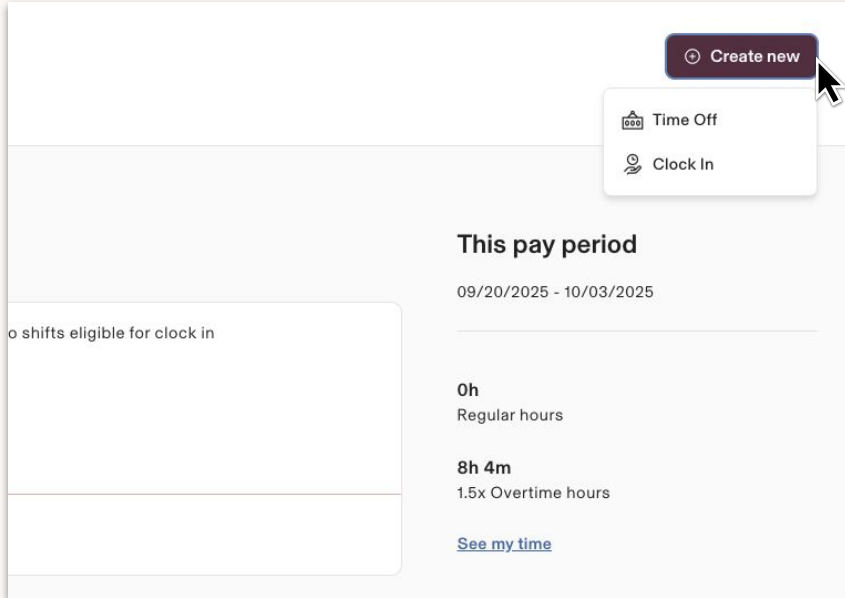


Resources on Rippling Help Center

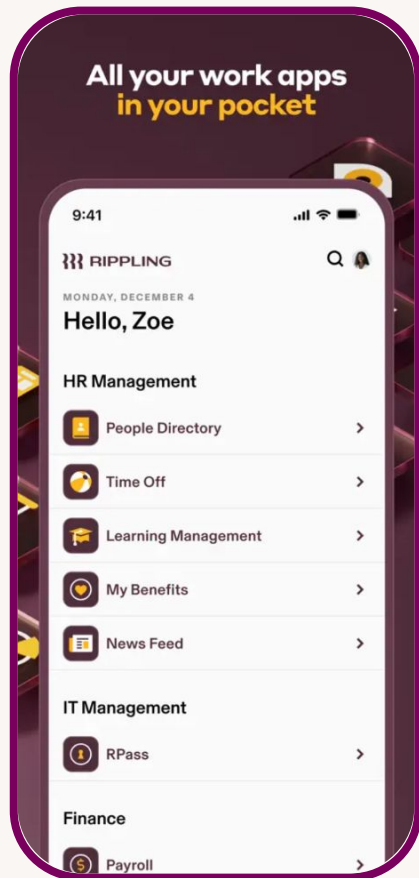
- ★ [How to Clock Hours](#) (Browser)
- ★ [How to Clock Hours](#) (Mobile App)
- ★ [Other Time & Attendance Guides](#)

Time Keeping

Browser Version



- To clock in, you can choose the clock in button, work an unscheduled shift or choose "Create New" to add a clock in. On the far right, you can see your completed hours for the current pay period.
- After clocking in, you may have the option of taking a break, ending your break, changing jobs and/or clocking out.



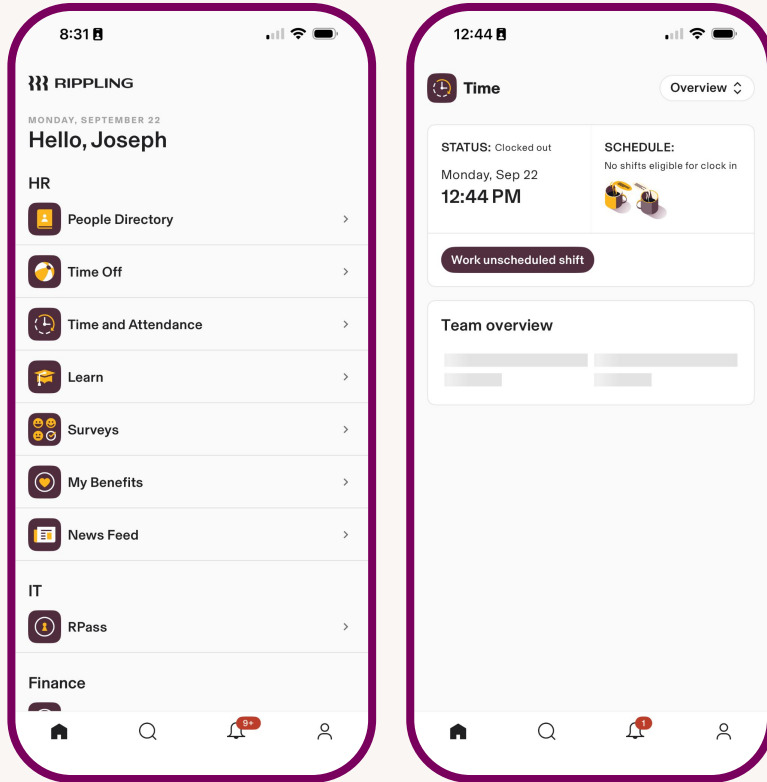
Time Keeping

Mobile Version

- Check with your admins to see if they have enabled the timekeeping functionality within the mobile app.
- If you haven't already done so, download the Rippling mobile app on your smartphone and login.
 - For Apple iPhones, [download Rippling from the Apple App Store](#).
 - For Android phones (e.g. Samsung, HTC, Motorola, Google Pixel), [download Rippling from the Google Play Store](#).
- From the Rippling mobile app dashboard, select Time.

Time Keeping

Mobile Version



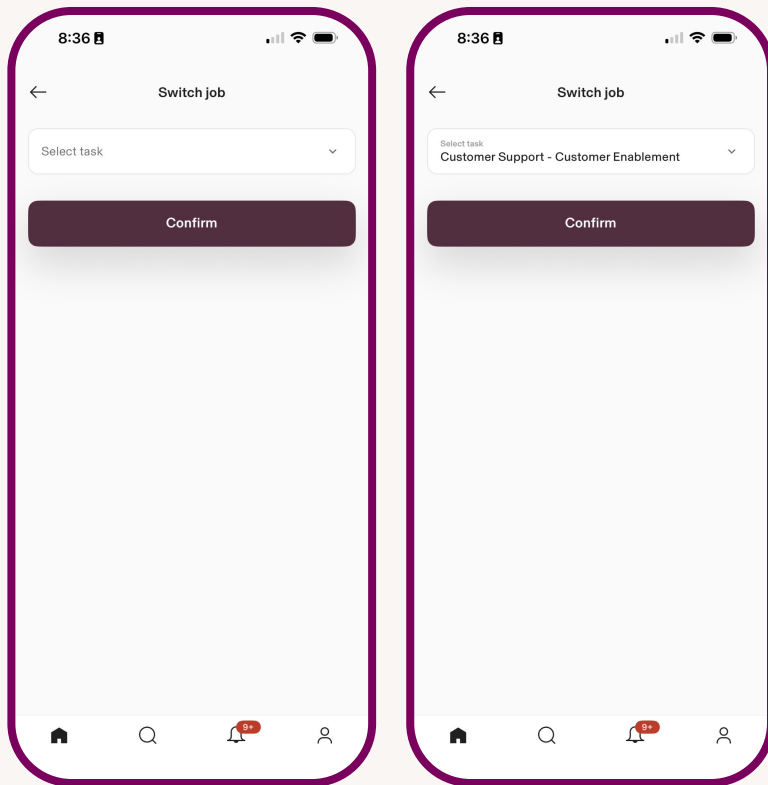
- From the Rippling mobile app dashboard, select Time and Attendance.
- Choose the Overview dropdown in the time right hand corner
- Click Clock in or work unscheduled shift.
- Confirm or change the jobs (in applicable) you're working and then click Continue.

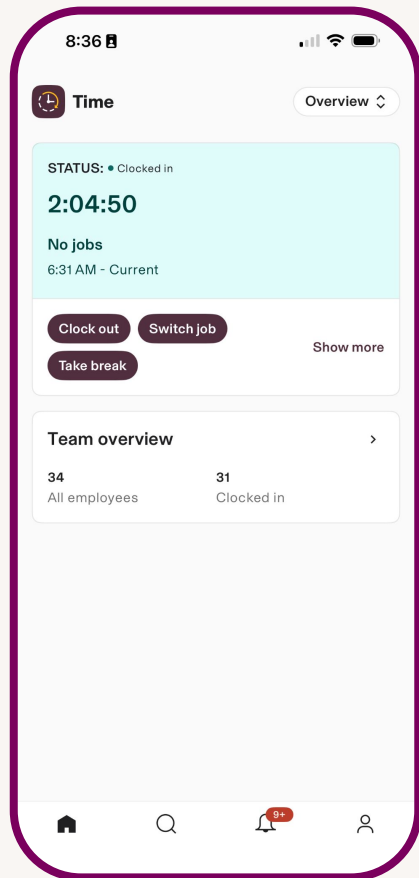
Time Keeping

Mobile Version

Changing Jobs

1. From the Rippling mobile app dashboard, select Time and Attendance.
2. Click the Switch jobs button.
3. Select the job and click Confirm.



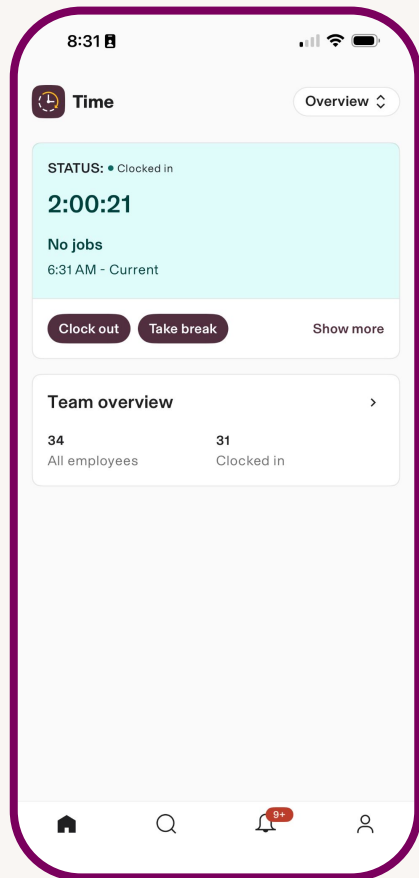


Time Keeping

Mobile Version

Breaks & Lunches

1. From the Rippling mobile app dashboard, select Time and Attendance.
2. Click "Take break".
3. When you come back from break, you will choose "end break"
 - If you are coming back from break and switching to a new job/task you may have the option to choose "end break & switch job"
4. If your company has lunch minimums, the app may remind you to stay punched out on break to follow compliance laws.



Time Keeping

Mobile Version

Clocking Out

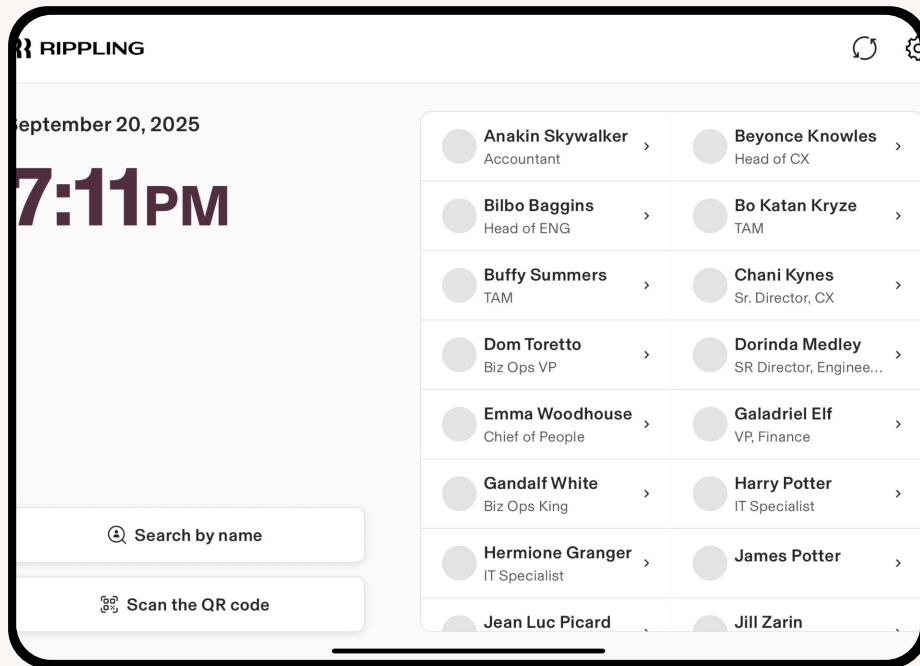
1. From the Rippling mobile app dashboard, select Time and Attendance.
2. Click Clock out.
3. Confirm shift details and click Looks good.

****Note:** Depending on how your Rippling admin has configured the Time & Attendance settings, you may be prompted to add additional information to shifts about the work performed or the conditions under which the work was performed. For example, you may be asked to input the number of kilometers you drove or indicate whether you were the first aid responder on your shift.

TimeKeeping Tablet/Kiosk Version

Clocking In & Out

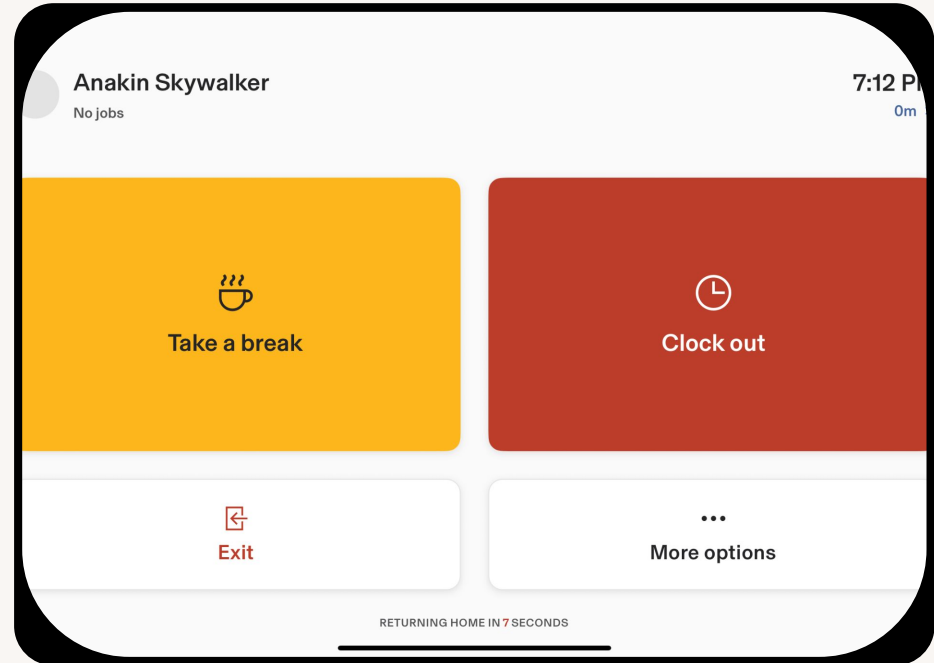
- Locate your name on the screen or use the search bar to find your profile. To clock in or out, press the "Clock In/Clock Out" button. Your completed hours for the current pay period are displayed on the far right.
- Enter your assigned 4-digit pin code, which can be found in your email from onboarding, to check in. If you have forgotten or lost your code, [reset](#) it in the Time and Attendance app under the Settings tab.
- If applicable, select the jobs you are working on. You can update these selections if you switch jobs later.
- Take a photo to verify your identity, and you will see a confirmation screen once you have successfully checked in.



TimeKeeping Tablet/Kiosk Version

Lunches & Breaks

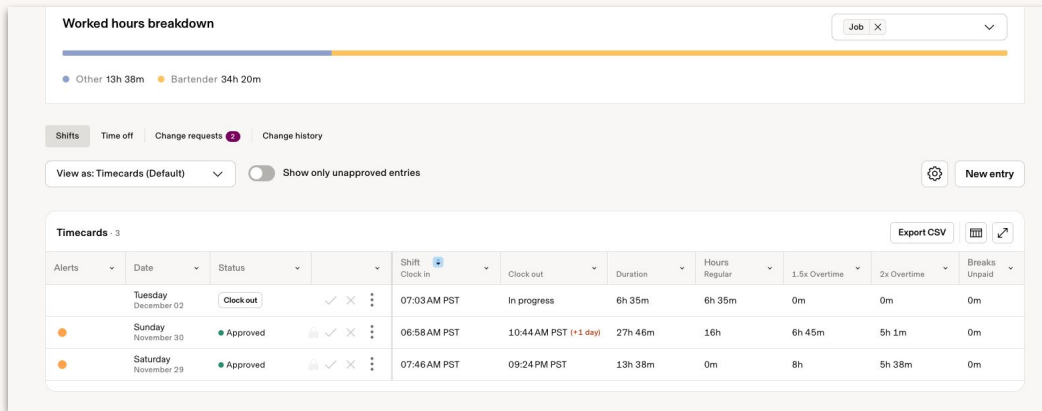
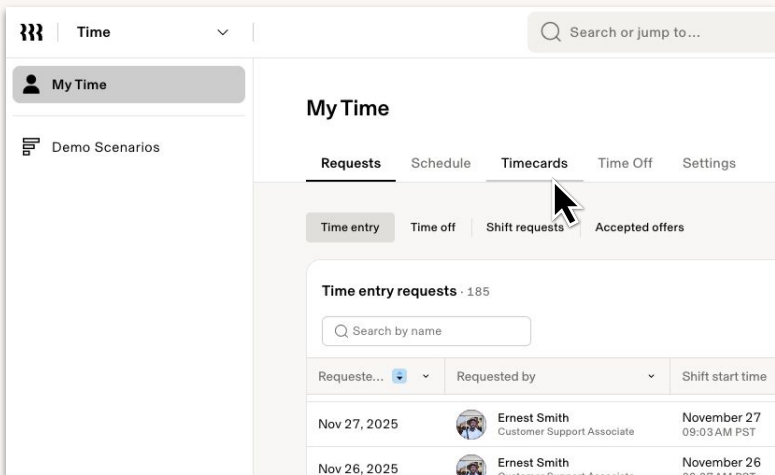
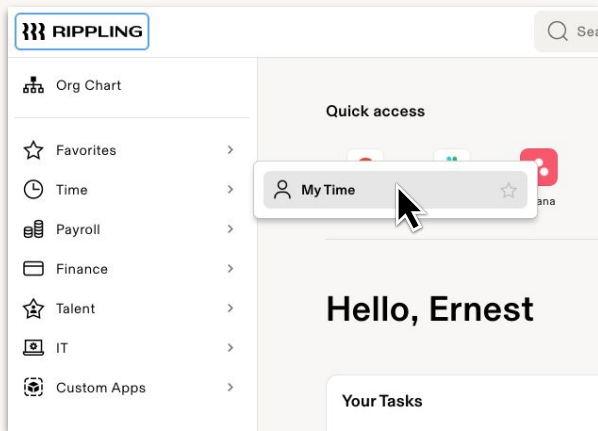
- When you're ready to take a break, find your profile in the directory or search for your name.
- Enter your unique 4 digit pin code to continue.
- Select Take a break.
- You should see a screen confirming you are now on break.
- When you're ready to end your break, find your profile (enter a pin code), and tap End break to confirm you're ready to end your break.



Timekeeping Self Report Hours

Clocking In/Out

- In order to track time within Rippling you will navigate to the Time App > My Time
- You will choose the Timecards option at the top of the screen and be able to view your timecard.



Timekeeping Self Report Hours

Clocking In/Out

- You will have the option to Click “Add New Entry” to enter in a start and end time for your shift and it will calculate the hours automatically.
- If you’d prefer to enter in a duration of time, you will change the view on the left hand side to “View as: Timesheet”, toggle the View by on the left to “Duration”, enter in the duration of hours > Save Changes at the bottom of the screen.

Worked hours breakdown

Job X

Other 13h 38m Bartender 34h 20m

Shifts Time off Change requests 2 Change history

View as: Timecards (Default) Show only unapproved entries

New entry

Timecards · 3

Export CSV

Alerts	Date	Status	Shift	Clock in	Clock out	Duration	Hours Regular	1.5x Overtime	2x Overtime	Breaks Unpaid
	Tuesday December 02	Clock out		07:03 AM PST	In progress	6h 35m	6h 35m	0m	0m	0m
	Sunday November 30	Approved		06:58 AM PST	10:44 AM PST (+1 day)	27h 46m	16h	6h 45m	5h 1m	0m
	Saturday November 29	Approved		07:46 AM PST	09:24 PM PST	13h 38m	0m	8h	5h 38m	0m

Shifts Time off Change requests 2 Change history

View as: Timesheet

View as: Timecards (Default)

View as: Timeline

View as: Timesheet

View by Duration Time period Add Job Add Break

	T...	11/29 Saturday	11/30 Sunday	12/01 Monday	12/02 Tuesday	12/03 Wednesday	12/04 Thursday	12/05 Friday	12/06 Saturday	12/07 Sunday	12/08 Monday
(No job)	13.64	13.64	0	0	0	0	0	0	0	0	0
Bartender	34.36	0	17.02	10.74	6.6	0	0	0	0	0	0
PTO	0	0	0	0	0	0	0	0	0	0	0

Timekeeping Self Report Hours

Clocking In/Out

- If your Company Admins have disabled the option to submit time for the future & you are self reporting your hours, it is recommended to ensure you have completed a full day before entering your time or you will see one of these two screens stating that you cannot submit time into the future.

Ernest Smith
New entry

Edit clock in/out details

Clock in	Clock out	Time zone	Duration
08:00 AM PST	04:00 PM PST	America/Los_Angeles	8h

My Time

Invalid input shift(s)

Your time policy does not allow time to be recorded into the future.

OK

Jobs						
(No job)						
Bartender	31.76	0	17.02	10.74	4	0

Request a Change to Your Timecard

Missed Clock-In/Out?

If you forgot to clock in or out, or need to correct late clock-ins/outs, you can request changes.

Wrong Job or Location?

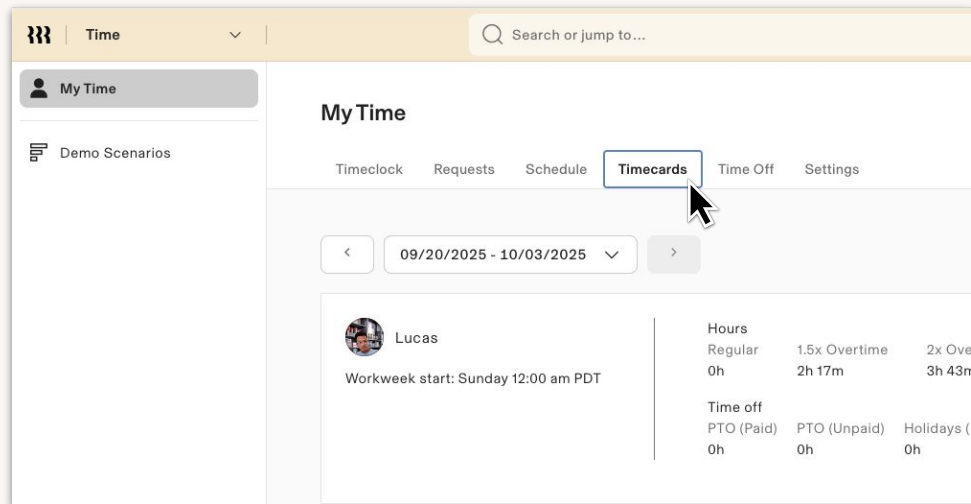
If you selected the wrong job or work location, adjustments can be requested for shifts not yet paid out.

Requesting Edits:

Employees can [request changes](#) once they have clocked out for the day, and they will see an option to request edits at that time.

Important Reminder:

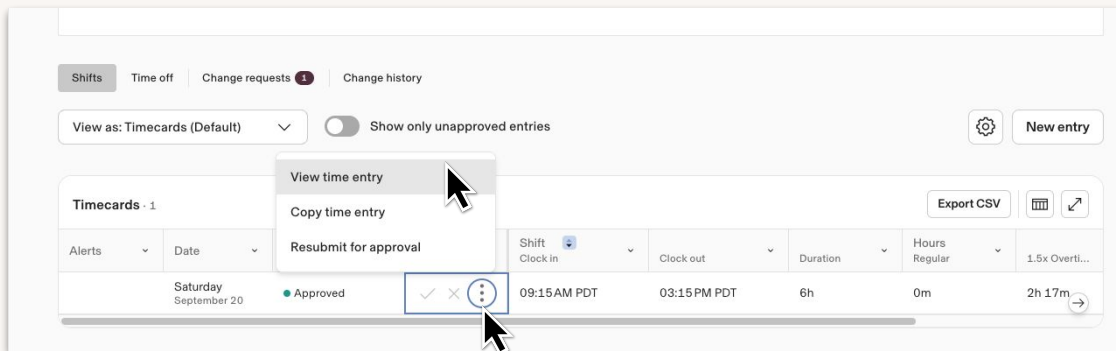
Always enter a clock-out time when submitting a new shift. If you notice mid-shift that you didn't clock in, and future time inputs aren't allowed by your time policy, clock in immediately and request a change at the end of your shift.



Timecard Edits

Request a Change to Your Timecard

- Open your Time & Attendance app > My Time.
- In the shift you want to edit, click the arrow to open the shift detail panel > toggle to Request change at the top.
Not seeing the Request change tab? Make sure you're clocked out of your shift, first!
- Describe the change you're making, for example "Forgot to clock out for break" or "Wrong job code selected."
- From here, make the edits as needed:
 - To change clock in/clock out time, select the Edit clock in/out times button
- If you are finished making corrections, click Update change request



Timecard Edits

Request a Change to Your Timecard

- To add a job code or break, click Add job code or Add Break
- To change a job code or break, click into the dropdown and select the correct job code or break
- To change the times associated with the job code or break, click the time to open a window where you can edit the time input > Save
- If you are finished making corrections, click Update change request

* Your pending request will show in the Change requests tab beneath your hours summary. When your time approver reviews the request, you will be notified of its approval or rejection. *

[View timecard](#)
[Request change](#)

Edit shift change request

Edit requests for this shift will be sent for approval. Once approved, your shift will be updated.

Description

Example change request description

Lucas McKinney
 Saturday, September 20

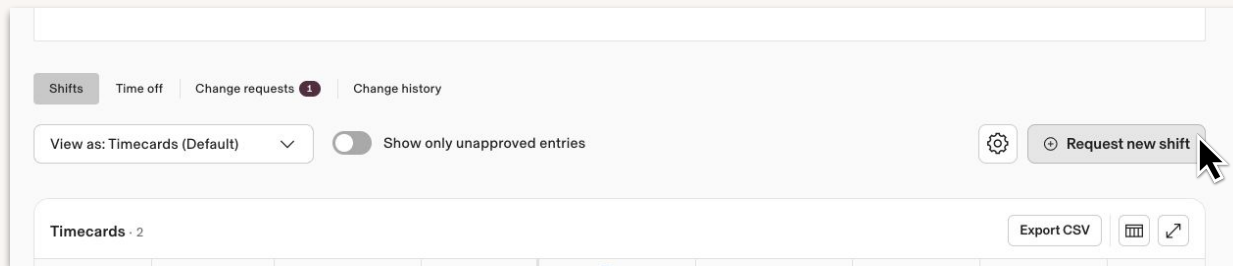
[Edit clock in/out details](#)

Clock in	Clock out	Time zone	Duration	Status	Hours
09:15:32 AM PDT	03:33:49 PM PDT	America/Los_Angeles	6h 18m 17s	Approved	

Timecard Edits

Request to Add a New Shift

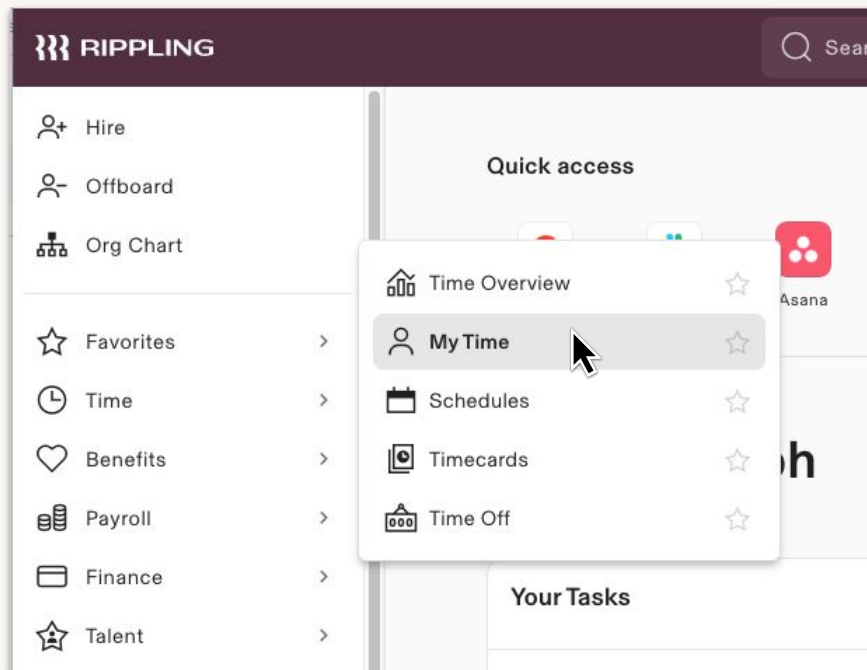
- Open your Time & Attendance app > My Time.
- Select Request new shift beneath your hours summary.
- Describe your change request, for example "I forgot to clock in today."
- From here, make all edits as needed:
 - To add clock in/clock out times, select the Edit clock in/out times button.
- To add a job code or break, click Add job code or Add break.
- If you are finished making corrections, click Update change request



Time Off for Employees

Time Off

Requesting on Browser



To request time off, navigate to the Time App via the web, choose the “My Time” option

You have the ability to do things like:

- Request time off
- Check your available time off balance
- View Company holidays (under Overview)

Resources on Rippling Help Center

- ★ [Guide - How To Request Time Off](#)

Time Off

Requesting on Browser

Select your leave type, and enter the start/end dates of your leave. Select custom hours if a different amount than 8 hours are required. Click Save.

Resources on Rippling Help Center



[Guide - How To Request Time Off](#)

Schedule time off

×

Select employee

Joseph Jenkins

▼

Leave details

Time off policy*

Time off policy

▼

☐ Take partial day(s) off

Start and end date*

📅

Start date

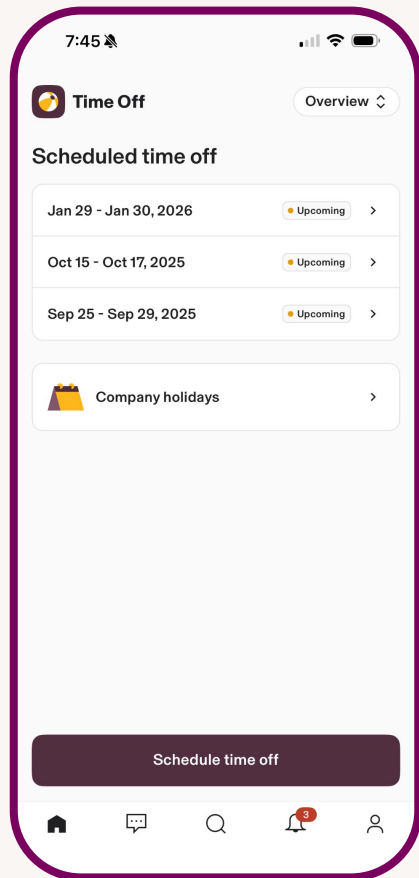
📅

End date

Provide a reason

Enter a reason

21



Time Off

Requesting on Mobile

- Click on the Overview tab
- Click Schedule time off.
- Complete the time off request details
 - Time off policy. Use the dropdown menu to select the appropriate time off policy.
 - Custom hours. Toggle this on if your request includes partial days.
 - Start date. Select the start date (and time, if custom hours were enabled) for the request.
 - End date. Select the end date (and time, if custom hours were enabled) for the request.
 - Reason. Optionally, provide a reason.
 - Additional info. You may be prompted to upload documentation verifying your leave request. Tap Upload file(s) to add them from your device.
- Click submit

Resources on Rippling Help Center

★ [Guide - How To Request Time Off](#)

Time Off

Requesting on Mobile

Select your leave type, and enter the start/end dates of your leave. Select custom hours if a different amount than 8 hours are required. Click Save.

Resources on Rippling Help Center

★ [Guide - How To Request Time Off](#)

Requesting Time Off

Time Off FAQs

Why can't I submit my time off request?

You might be restricted if you lack enough hours in your available balance for the requested time. Some companies allow for time off even if your balance is insufficient, often with admin approval. You also can't submit a request if it overlaps with scheduled time off.

Can I submit a time off request for past dates?

Yes, but inform your manager or admin for any necessary payroll adjustments.

What if I no longer need a submitted time off request?

You can cancel a request before it starts by clicking "Cancel" next to the request.

Can I edit a submitted time off request?

You can edit pending or approved requests before they start by going to the Requests tab in the Time Off app. Once started or in the past, contact an admin for changes.