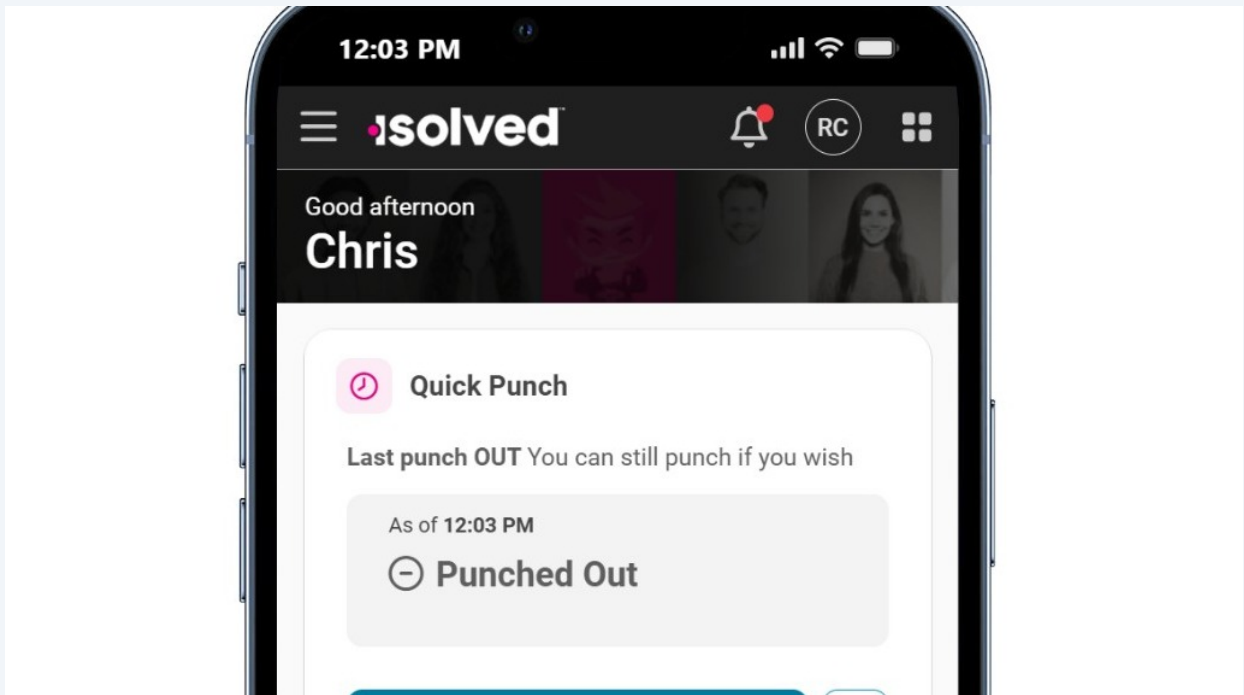


Detail Punch on Mobile with Notes

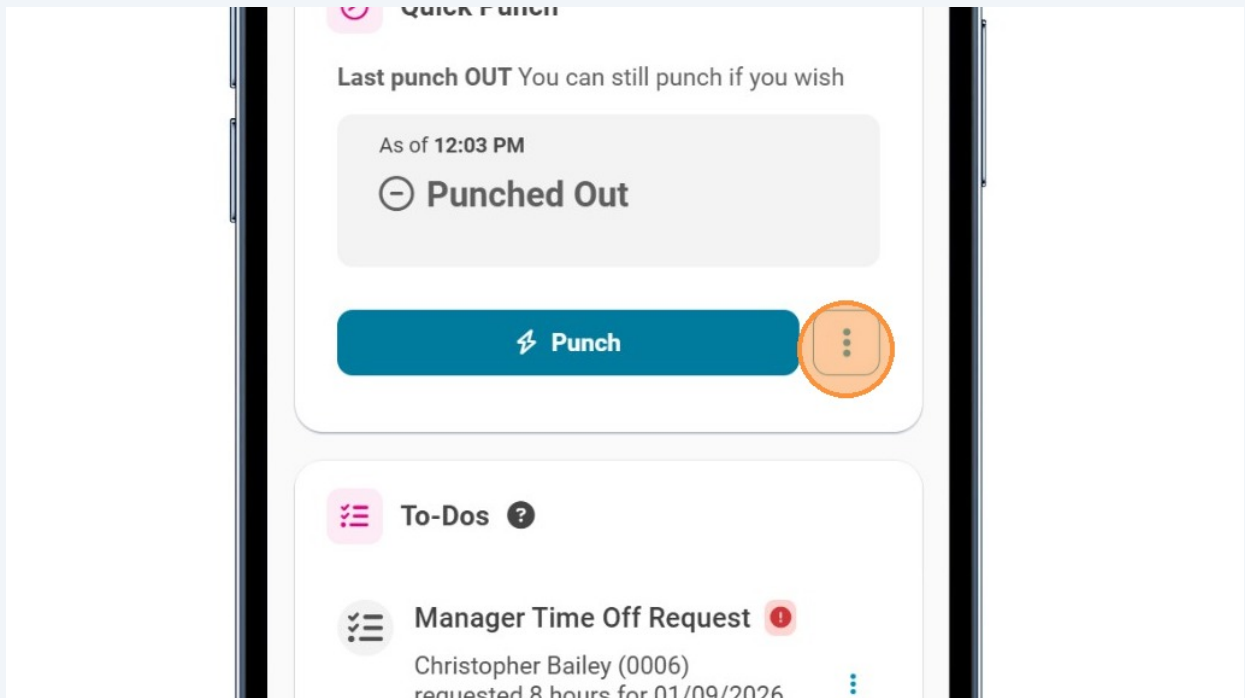


This guide walks through how to punch in via Detail Punch from your phone. Detail Punch will allow you to select Meals and Breaks, specify Ins and Outs, and select labor such as departments or locations.

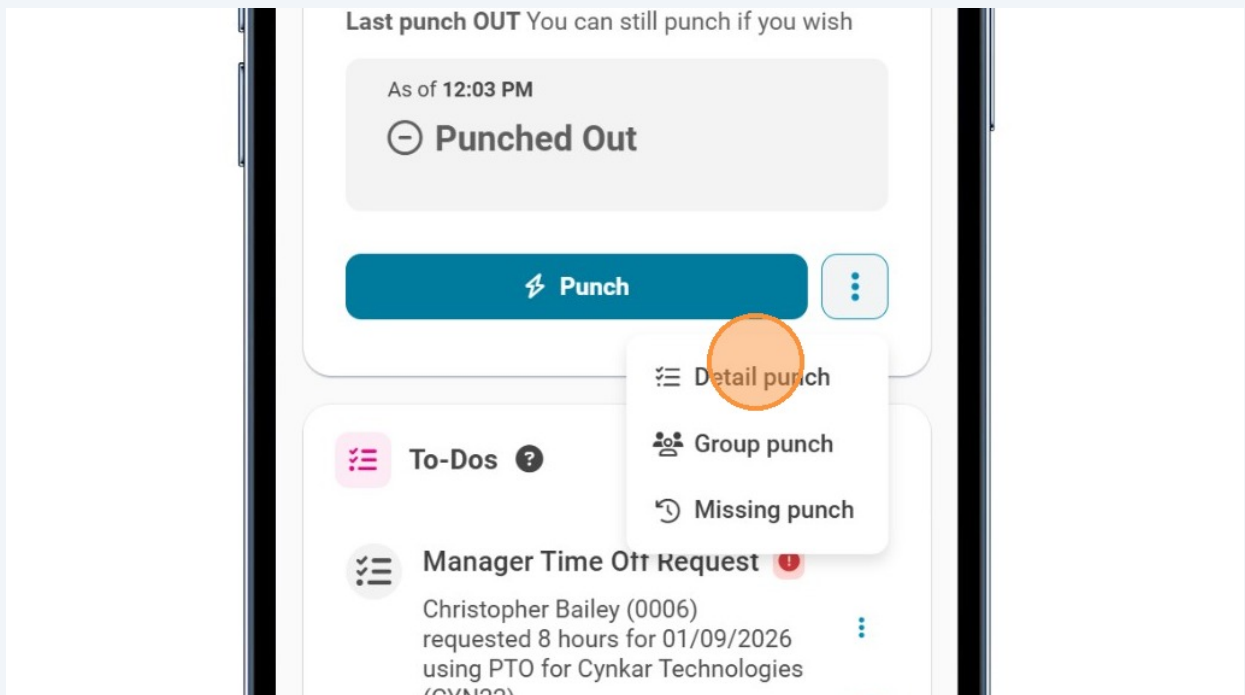
- 1 Download the People Cloud App



2 Click the 3 dots next to the Punch Button

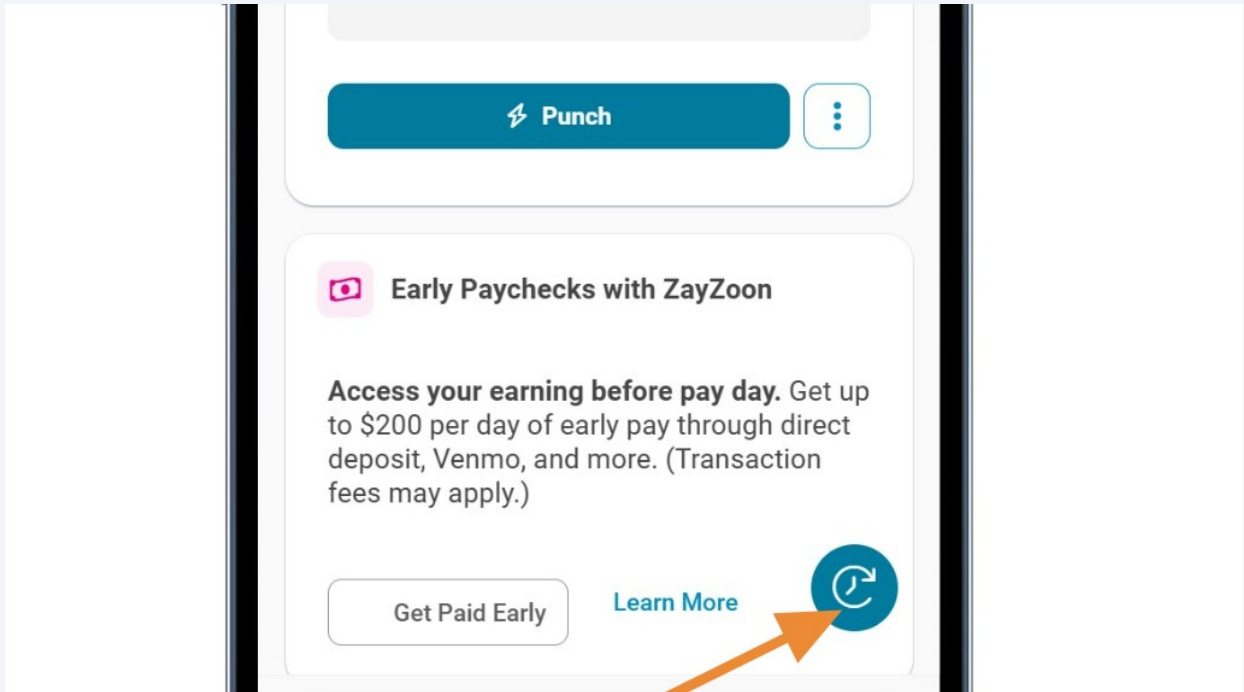


3 Click Detailed Punch



4

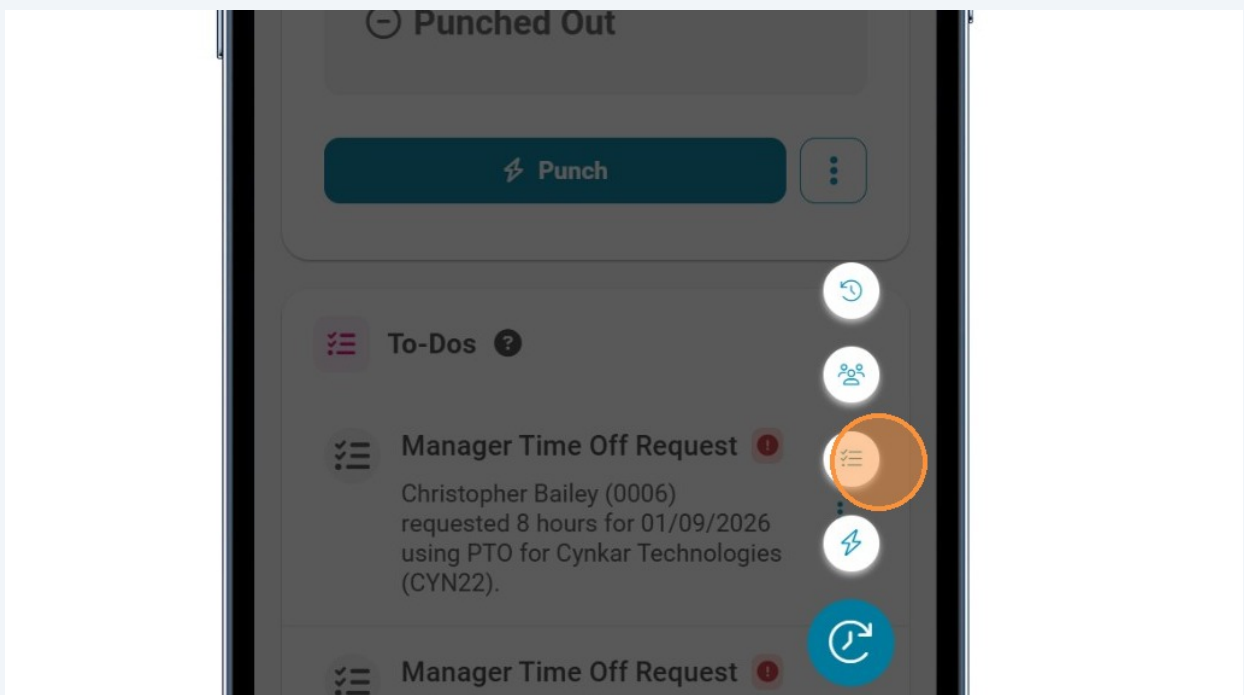
The other way to punch in and our is using the clock button that's on the home screen



5

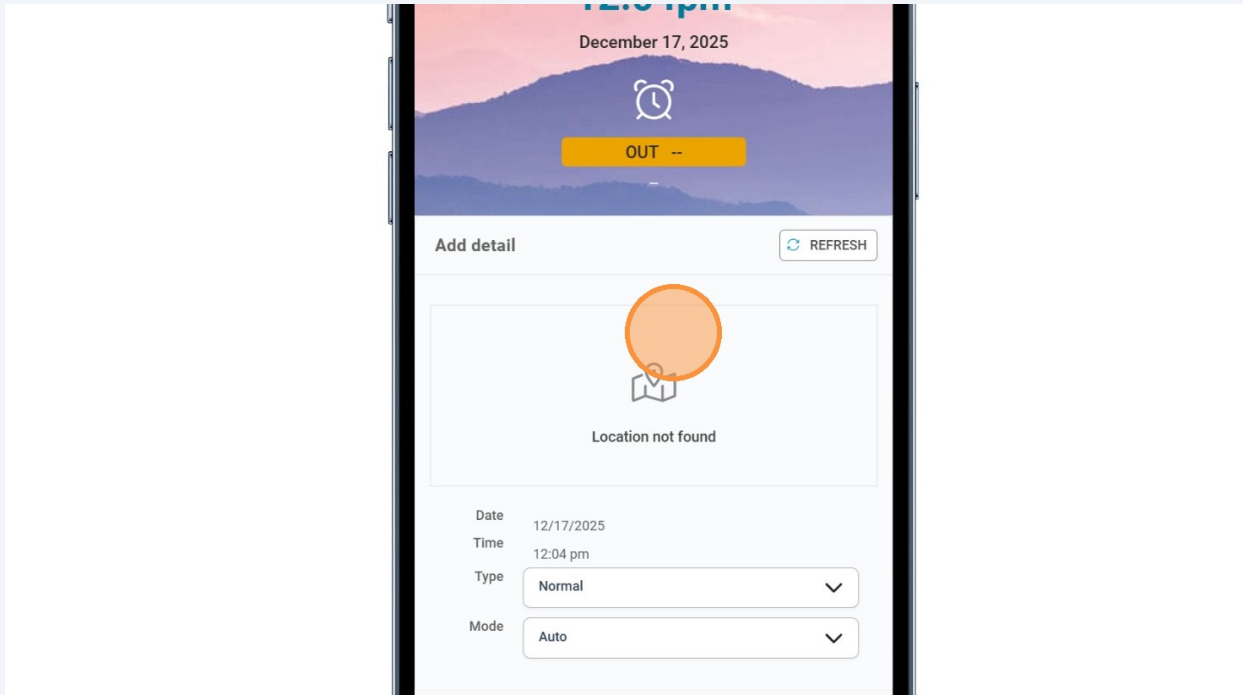
Click this icon to create a Detailed Punch.

To see these punches and your full time card, navigate to Time Card



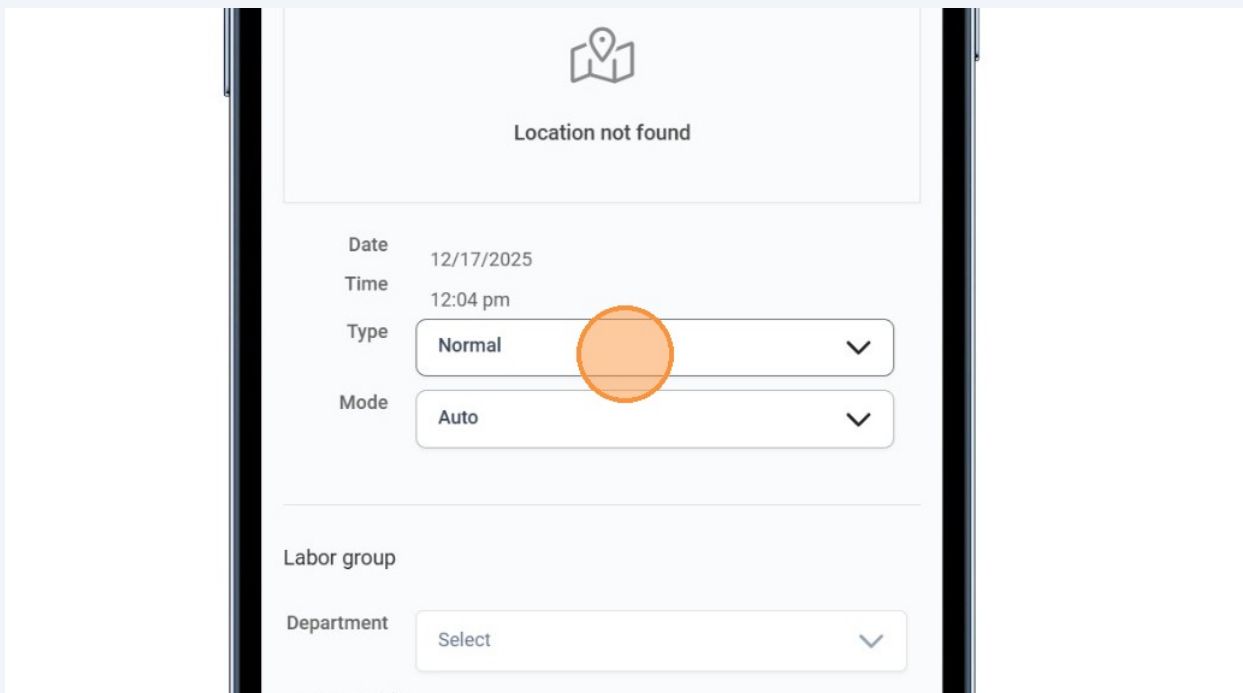
6

Here you'll see the screen where you can make any changes you need to this punch. If you have your location enabled, you'll see that here as well.



7

If you click on the **Type** drop down you'll have the options to select **Meal** or **Break** if your company has these turned on and is planning to use them. Typically this is left as **Normal**

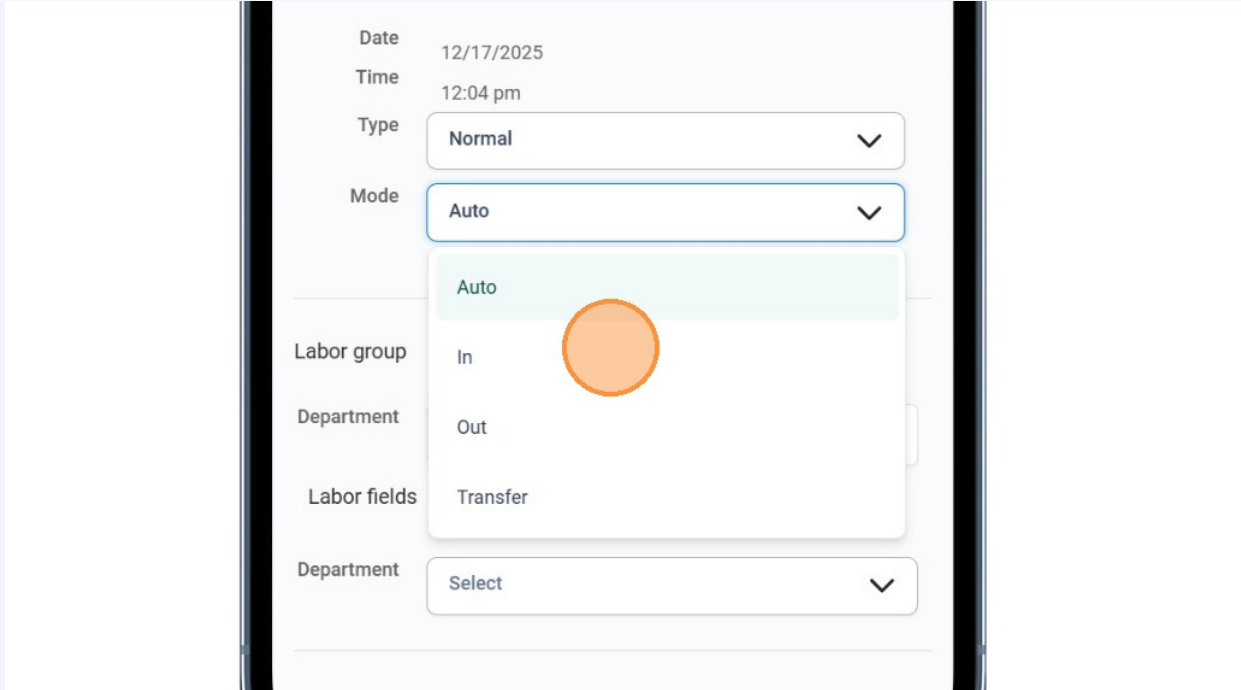


8

If you click on Auto, in the Mode Drop down, you can select In, Out, or Transfer.

We recommend that you usually choose Auto as this is the best way to ensure punches connect together best.

If you are switching between departments Transfer works great to punch out of one department, and into another.

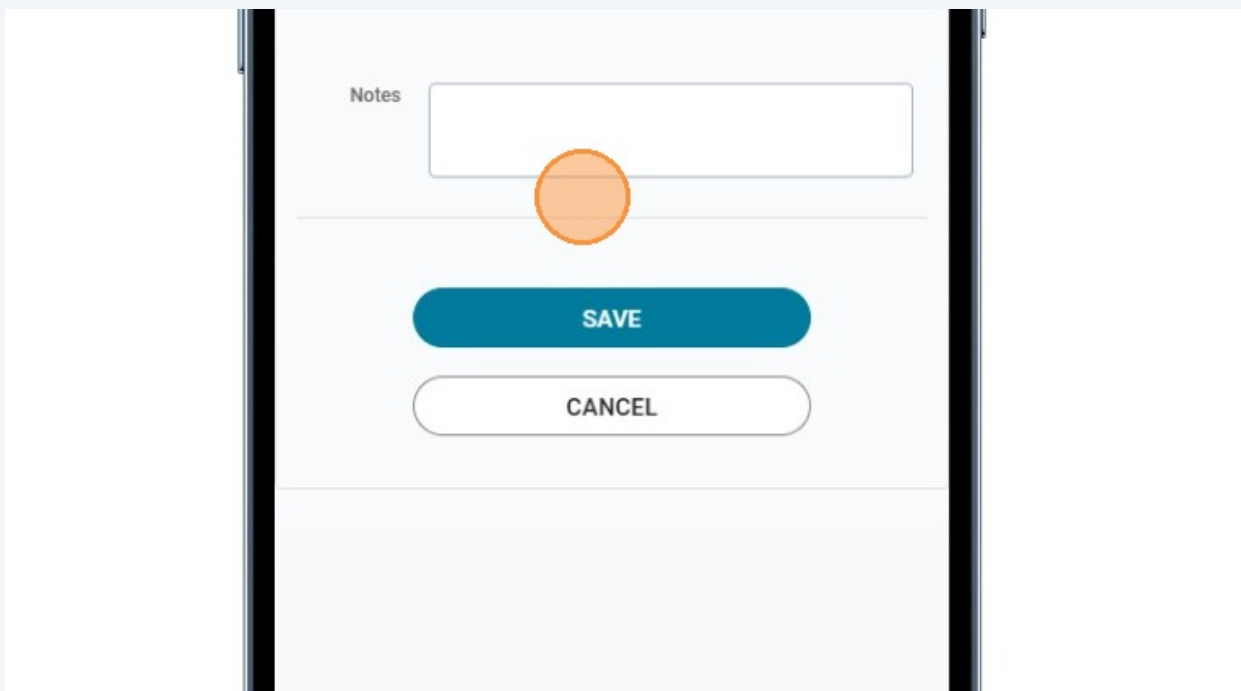


The screenshot shows a mobile application interface for time punches. The fields are as follows:

- Date: 12/17/2025
- Time: 12:04 pm
- Type: Normal (dropdown)
- Mode: Auto (dropdown, highlighted in light blue)
- Labor group: In (highlighted with an orange circle)
- Department: Out
- Labor fields: Transfer
- Department: Select (dropdown)

9

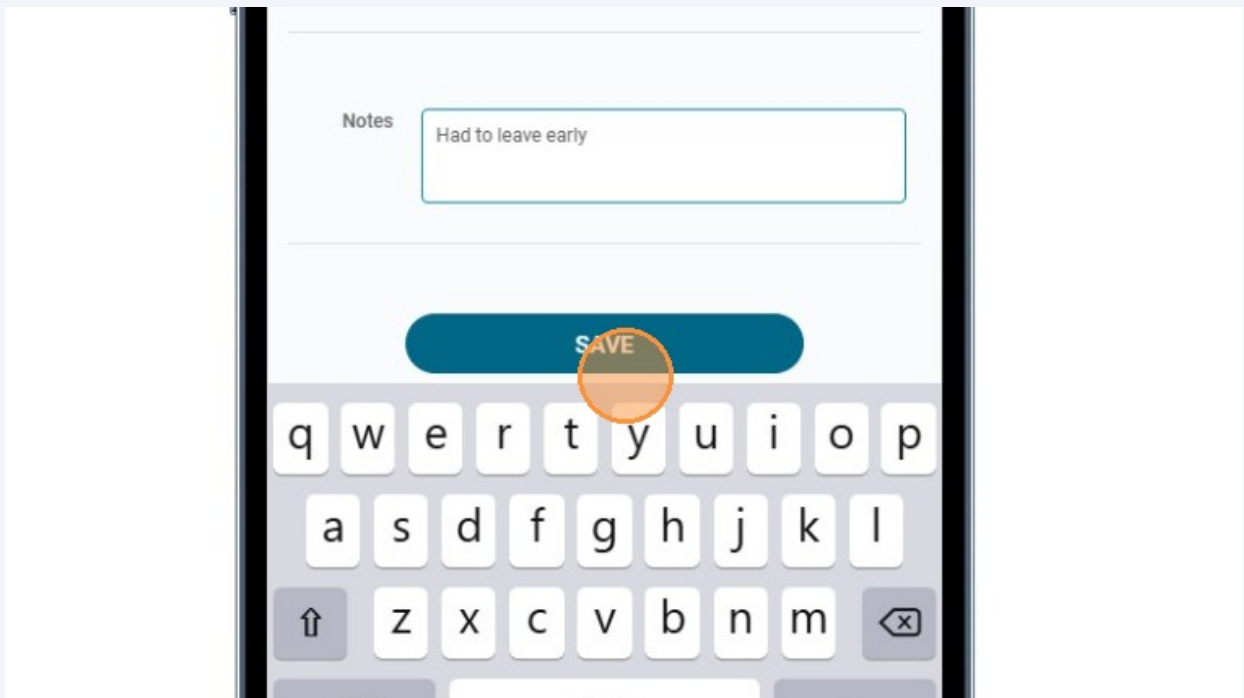
Click the "Notes" field.



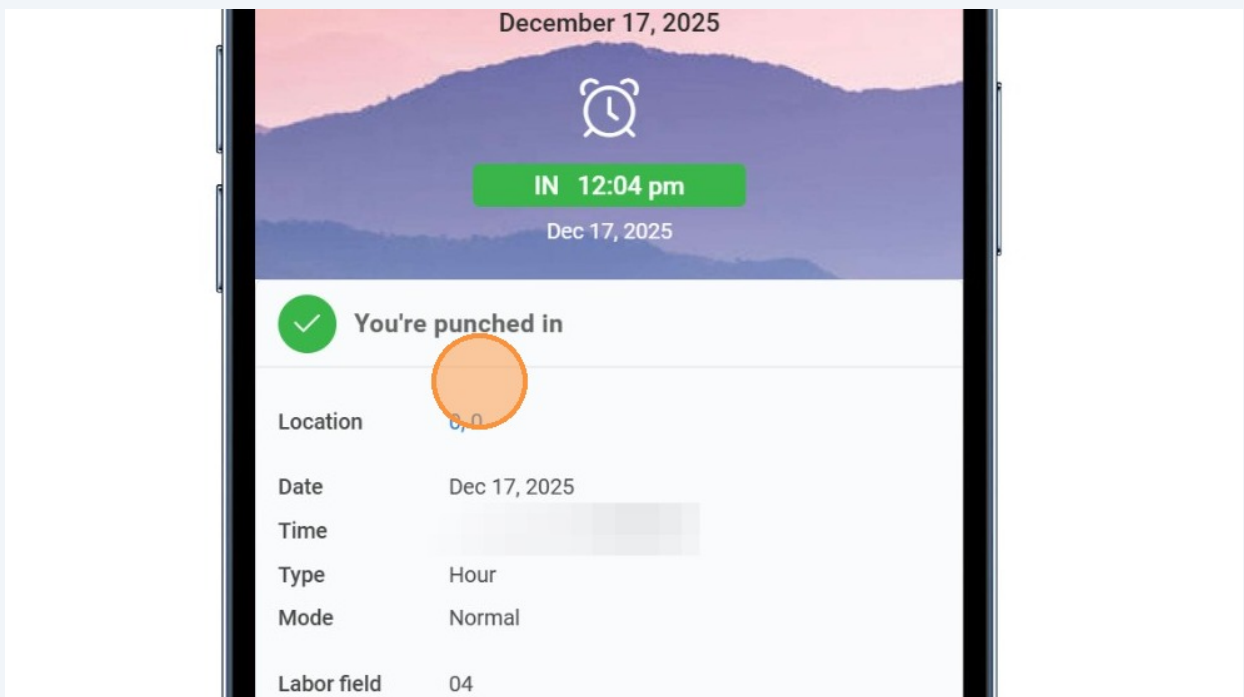
The screenshot shows the bottom portion of the time punch interface. The fields are as follows:

- Notes: (empty text input field, highlighted with an orange circle)
- SAVE: (teal button)
- CANCEL: (white button with grey border)

10 Click "Save"



11 Here you'll see if you're punched in



12 At the bottom you can click I'm Done to go back to the home screen

