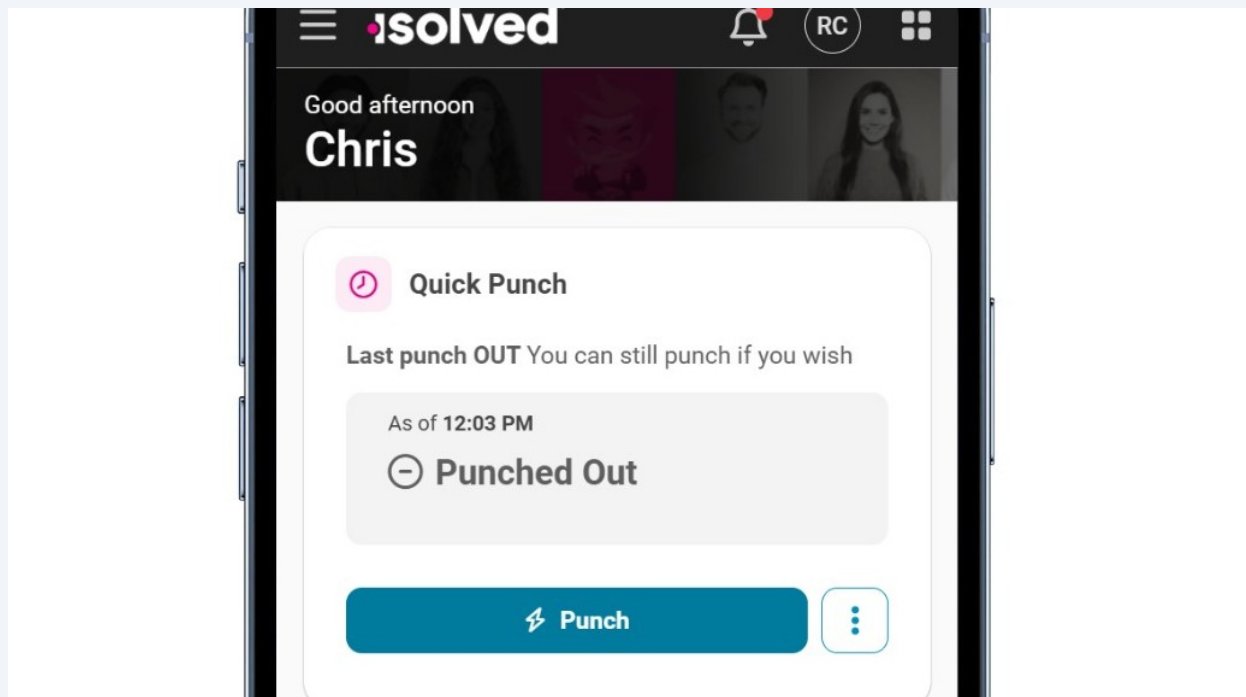


# Detail Punch on Mobile

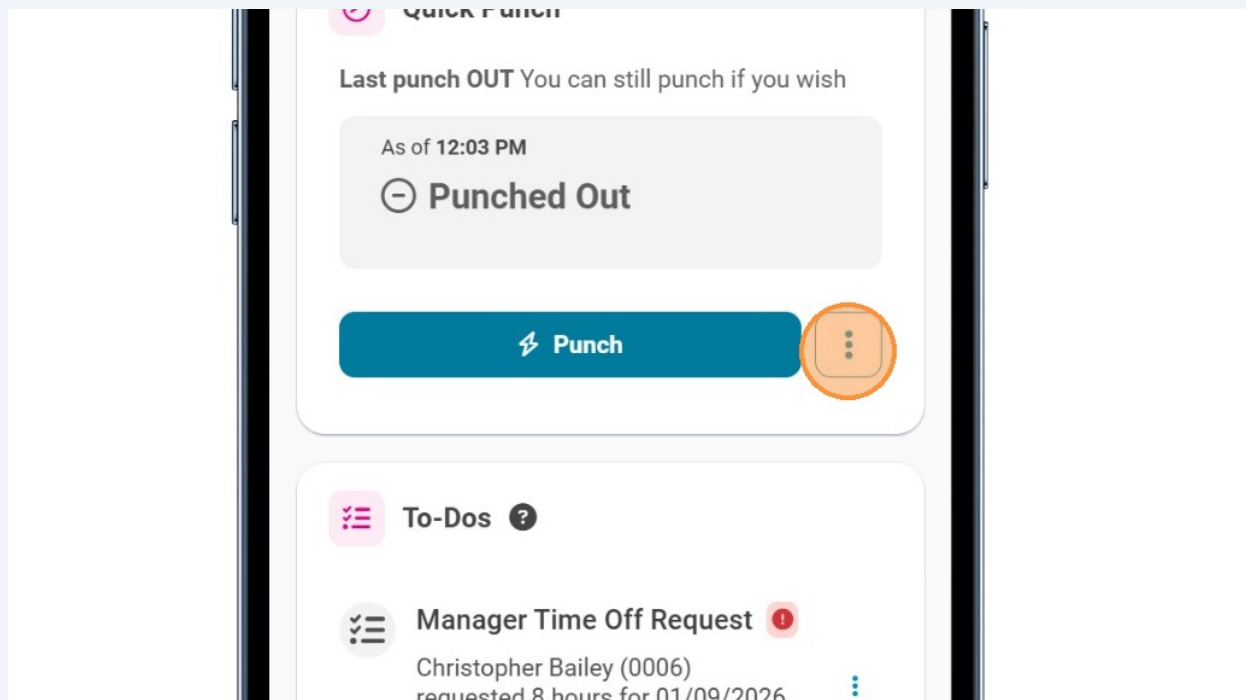


This guide walks through how to punch in via Detail Punch from your phone. Detail Punch will allow you to select Meals and Breaks, specify Ins and Outs, and select labor such as departments or locations.

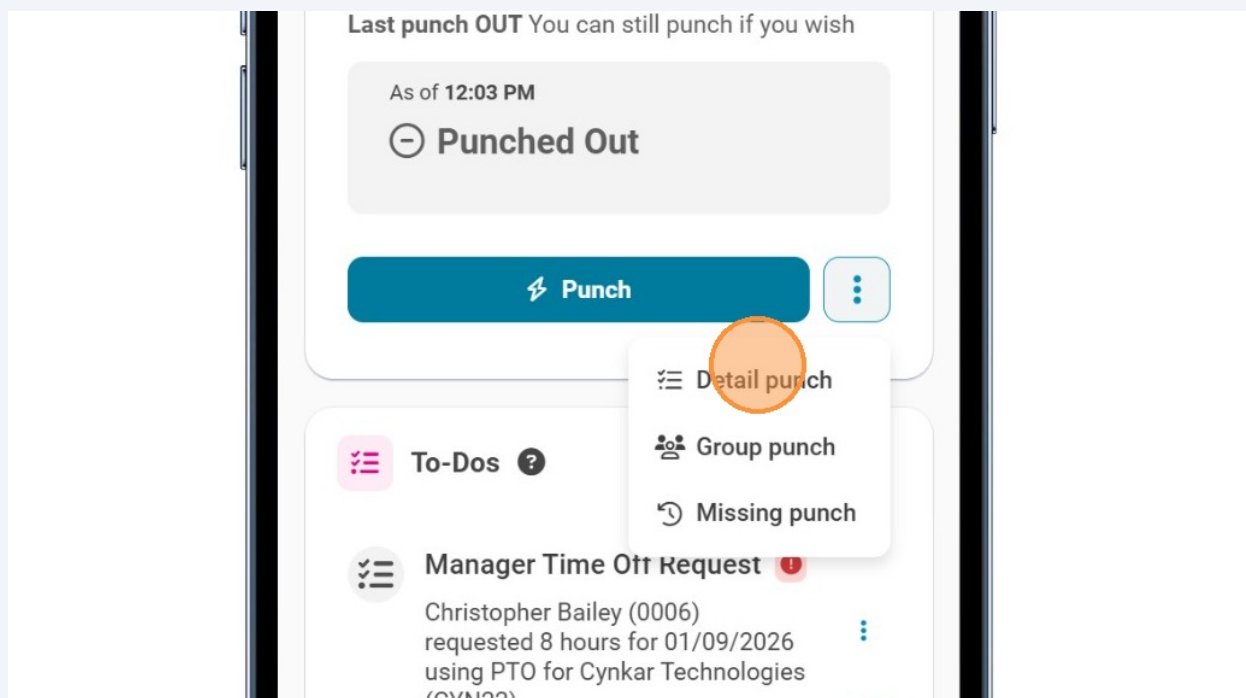
## 1 Download the People Cloud App



## 2 Click the 3 dots next to the Punch Button

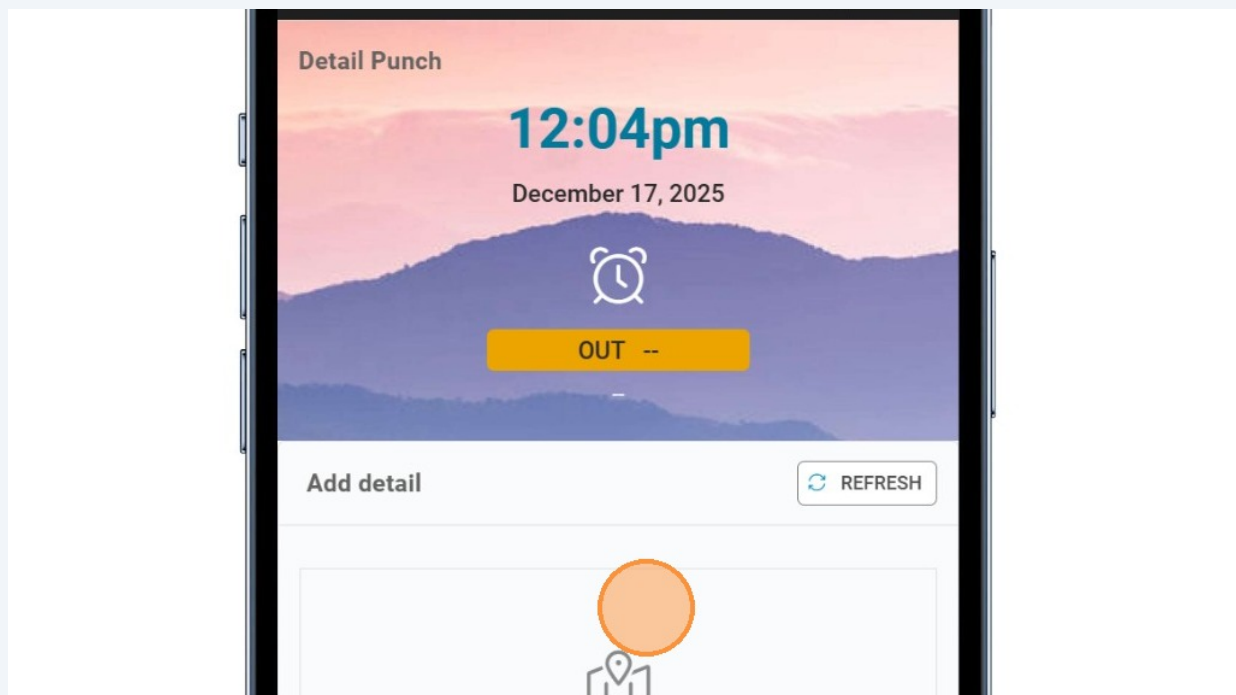


## 3 Click Detailed Punch



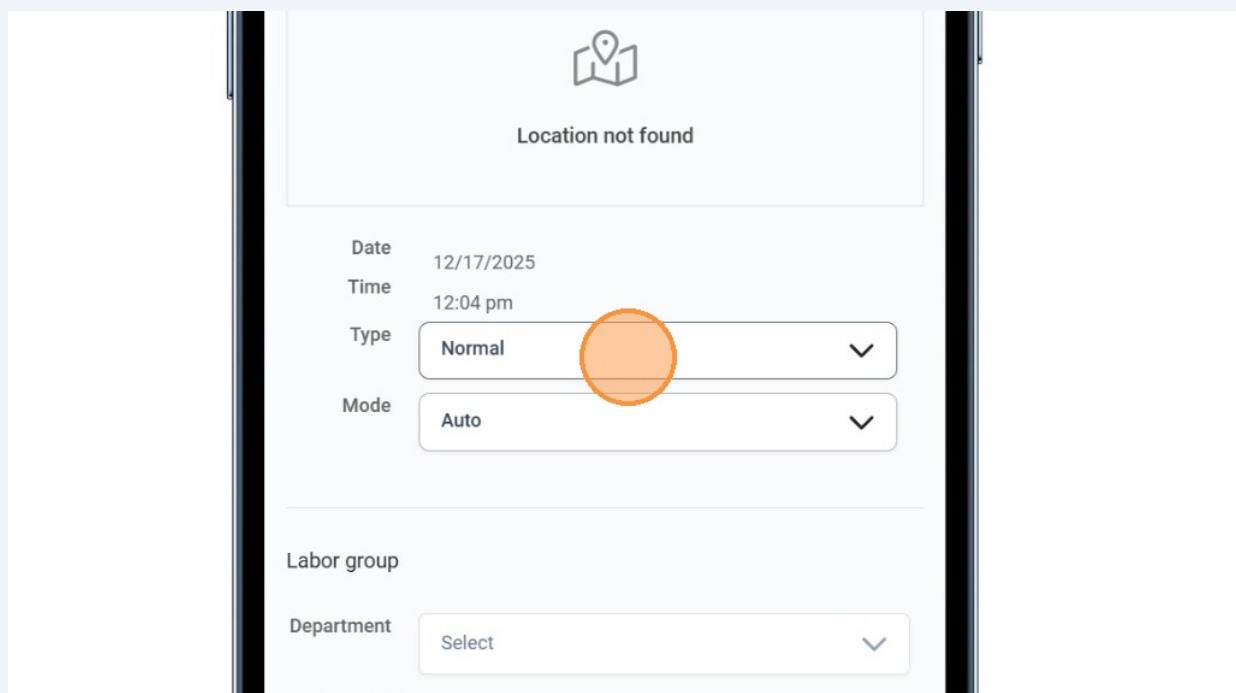
4

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.

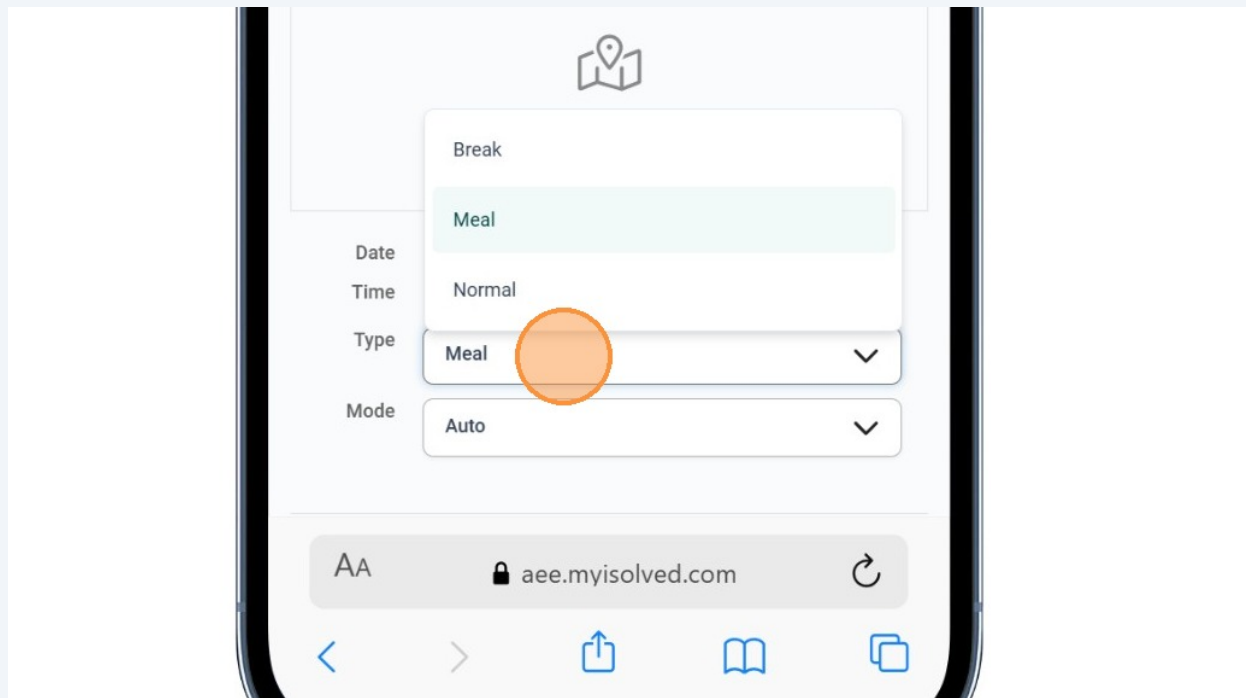


5

If you click on Normal, in the Type drop down you'll have the options to select Meal or Break if your company has these turned on. Even if they're on, your company policy decides if you'll be using these or not.



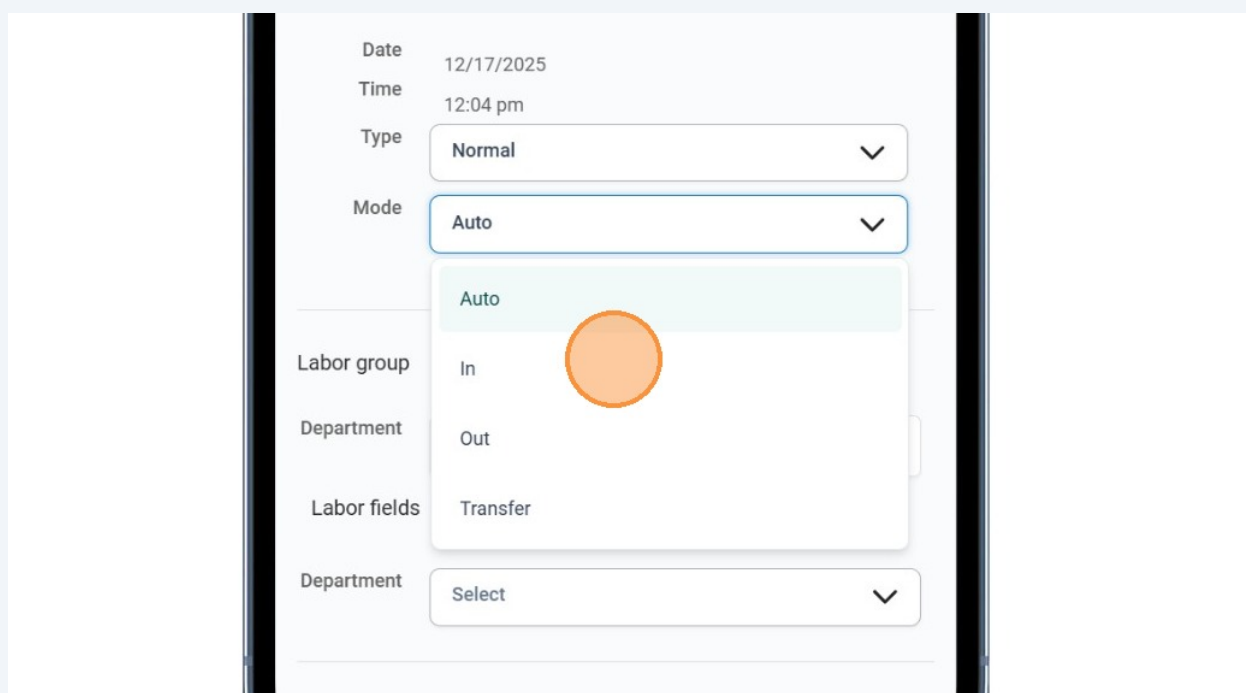
6 Here you can see the options.



7 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.



8

Down below you'll be able to select your Labor. This could show differently depending on your company setup. You'll likely see fields such as:\

- Department\
- Location\
- Project\
- Job

The screenshot displays a mobile application interface for labor selection. At the top, there is a 'mode' dropdown menu currently set to 'Auto'. Below this, the 'Labor group' section contains a 'Department' dropdown menu with the text 'Select' and a downward arrow. An orange circle is overlaid on this dropdown menu. Underneath, the 'Labor fields' section also features a 'Department' dropdown menu with the text 'Select' and a downward arrow. At the bottom of the form is a teal 'SAVE' button. A virtual keyboard is visible at the very bottom of the screen, showing keys for 'q', 'w', 'e', 'r', 't', 'y', 'u', 'i', 'o', and 'p'.

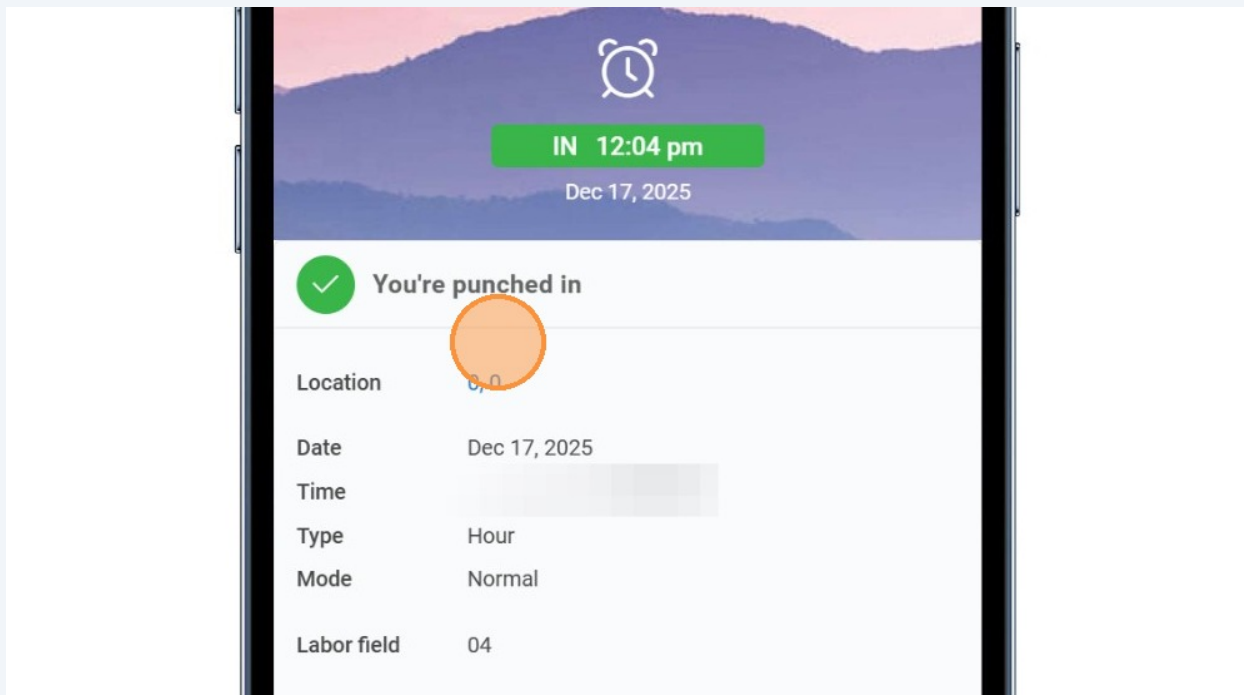
9 Choose your labor from the drop downT

A screenshot of a mobile application interface for labor entry. The form contains the following fields: 'Date' with value '12/17/2025', 'Time' with value '12:04 pm', 'Type' with a dropdown menu showing 'Normal', and 'Mode' with a dropdown menu showing 'Auto'. Below these is a section labeled 'Labor group' which contains a 'Department' dropdown menu showing '04 - Warehouse (2 - Warehouse)'. This section is highlighted with an orange circle. Below the 'Labor group' section is a 'Labor fields' section containing another 'Department' dropdown menu showing '04 - Warehouse'.

10 Then click save

A screenshot of the bottom portion of the mobile application interface. It shows the 'Labor fields' section with a 'Department' dropdown menu showing '04 - Warehouse'. Below this are two buttons: a blue 'SAVE' button and a white 'CANCEL' button. The 'SAVE' button is highlighted with an orange circle.

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

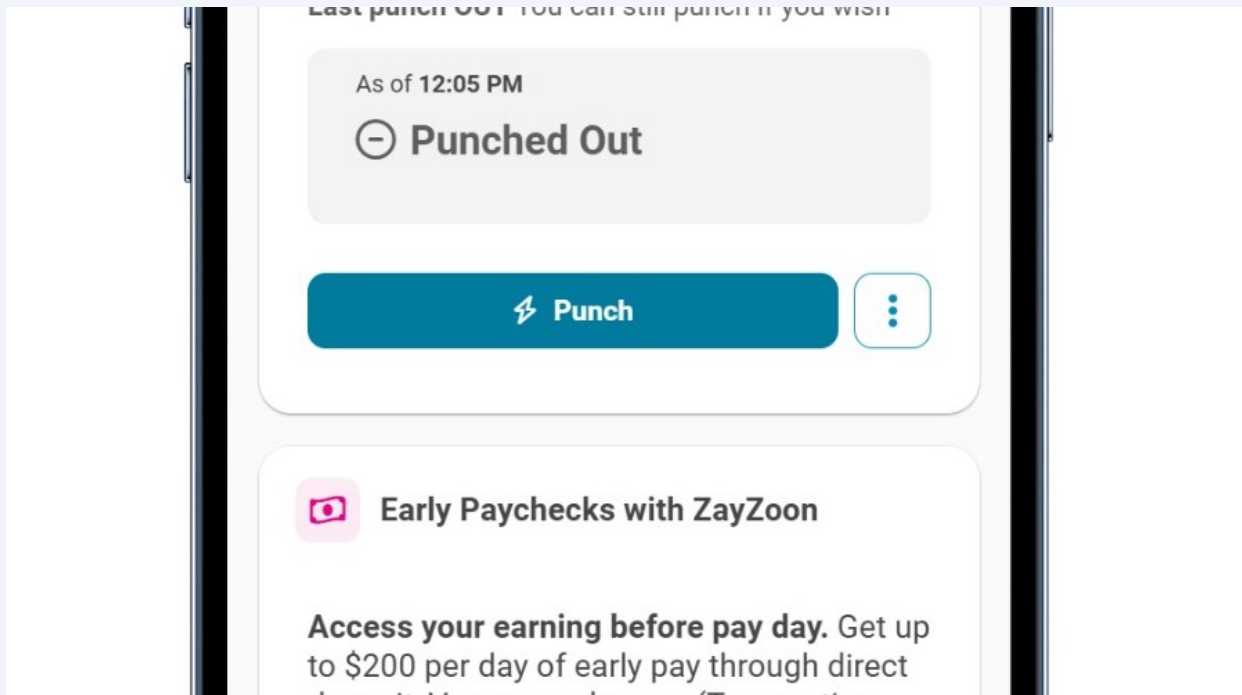


12 At the bottom you can click I'm Done to go back to the home screen



13

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



14

Click this icon to create a Detailed Punch.

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

