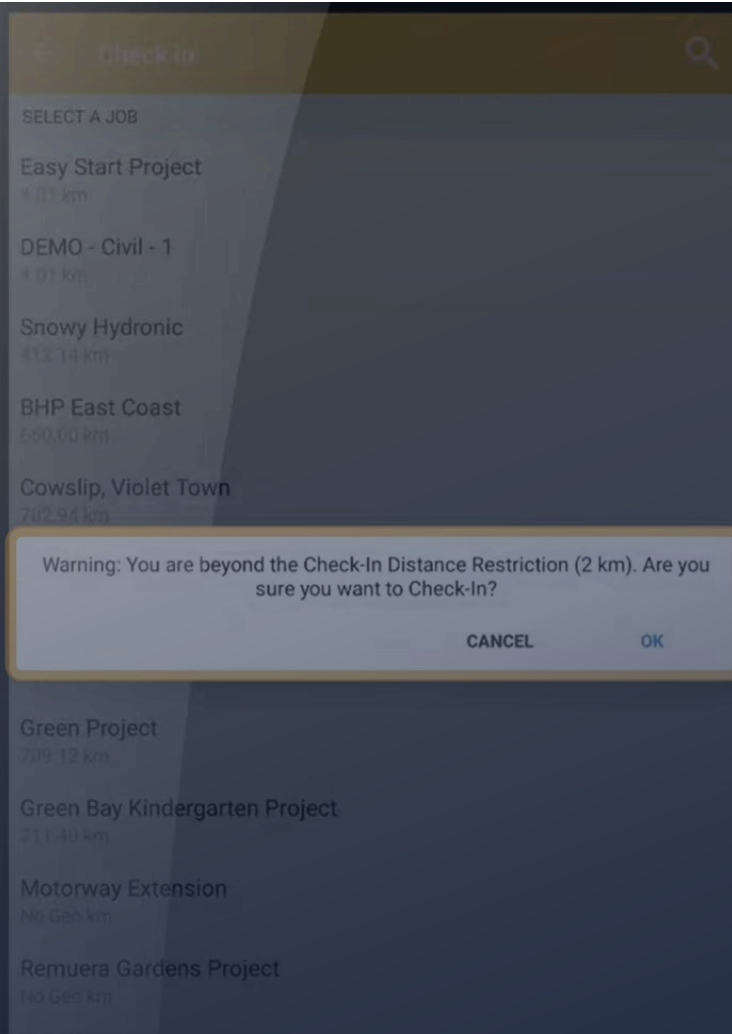




KYNECTION
KNOWLEDGE IN MOTION

FEATURE GUIDE

KYNECTION • HUMAN RESOURCES • HR MOBILE

Log Time, Breaks *and Allowances*

Getting paid accurately starts with the check-in. Selecting the project, confirming you are on site, adding tasks and allowances, leaving a note and submitting the shift.

3 CHAPTERS

1 MIN 3 SEC

HUMAN RESOURCES

MOBILE USERS • ALL STAFF

What this feature covers

Three stages, eight steps: opening the timesheet, checking in on site, and completing the shift.

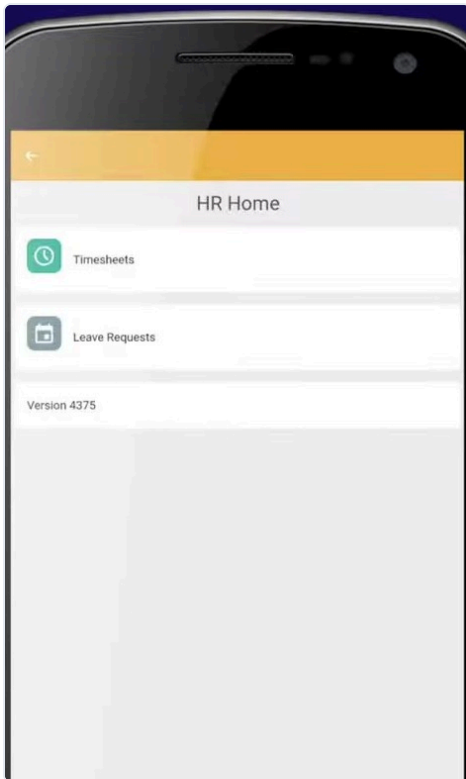
CH 01	Open the timesheet Timesheets and leave requests both sit behind HR Home on the app.	00:00-00:23
CH 02	Check in on site The app checks where you are before it accepts the check-in.	00:23-00:41
CH 03	Tasks, notes and checkout The shift form captures what you did and anything that needs explaining.	00:41-01:03

- **Check in against the right project.** The project you select is what the hours are costed to, so it drives both your pay and the project's reporting.
- **Geo-fencing is enforced.** Check in outside a site's distance restriction and the app warns you before it will accept it.
- **Notes can be dictated.** Voice-to-text means a note for your manager does not need typing with gloves on.

READ AS Screens are captured from the walkthrough video at the timestamp shown on each step. Names, dates and rates are demonstration data.

Open the timesheet

Timesheets and leave requests both sit behind HR Home on the app.

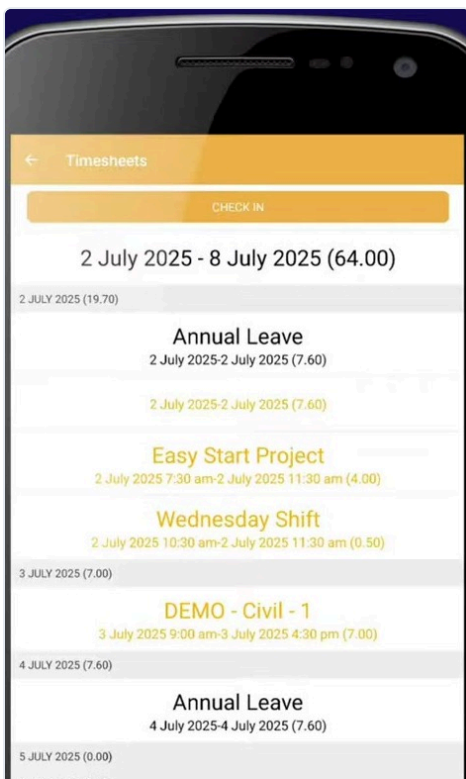


STEP 1 • 00:02 IN THE VIDEO

Open HR Home

HR Home offers **Timesheets** and **Leave Requests**. Select Timesheets to reach the current period.

CHAPTER 01 • STEP 1 OF 3



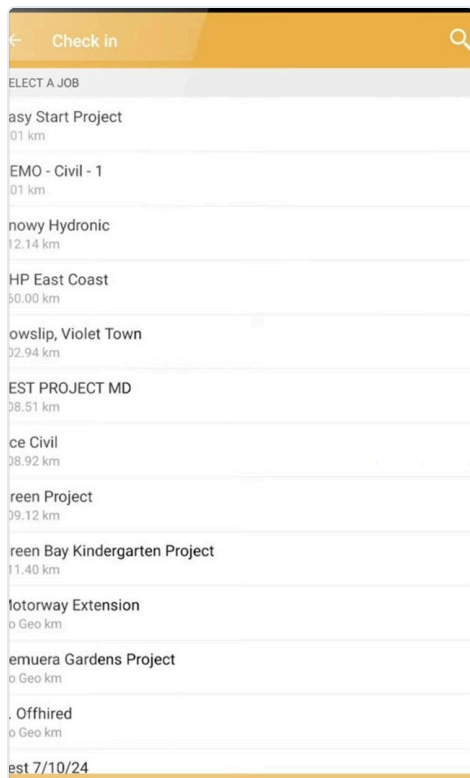
STEP 2 • 00:09 IN THE VIDEO

Read the current period

The period totals your hours, here **2 July 2025 - 8 July 2025 (64.00)**, and lists each day: annual leave, project shifts and the hours against each.

CHAPTER 01 • STEP 2 OF 3

Open the timesheet



STEP 3 • 00:19 IN THE VIDEO

Select the project

Check-in starts by choosing the project from the configured list. This is what the hours are costed against.

CHAPTER 01 • STEP 3 OF 3

Check in on site

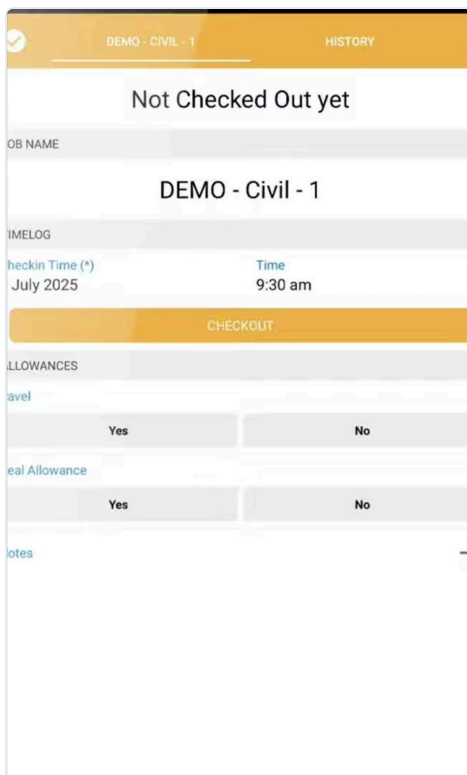
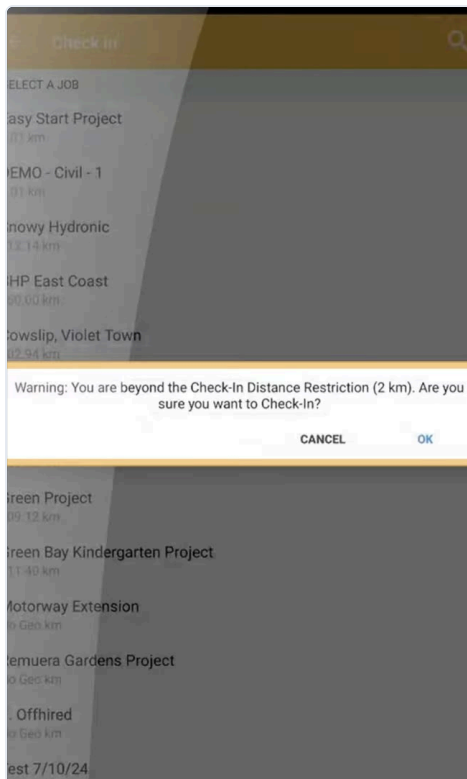
The app checks where you are before it accepts the check-in.

STEP 1 • 00:26 IN THE VIDEO

Clear the geo-fence check

Checking in outside the site's radius warns **You are outside the Check-In Distance Restriction** and asks you to confirm. This is what makes the record defensible later.

CHAPTER 02 • STEP 1 OF 2



STEP 2 • 00:35 IN THE VIDEO

Start the shift

The shift opens against the project with its date and start time, showing **Not Checked Out yet** until you close it.

CHAPTER 02 • STEP 2 OF 2

Tasks, notes and checkout

The shift form captures what you did and anything that needs explaining.

The screenshot shows a mobile application interface for a shift form. At the top, there's a header bar with a checkmark icon, the text 'DEMO - CIVIL - 1', and a 'HISTORY' button. Below the header, the 'JOB NAME' field is filled with 'DEMO - Civil - 1'. The 'TIMELOG' section includes 'Checkin Time (*)' set to '3 July 2025' at '9:30 am' and 'Checkout Time' set to '3 July 2025' at '9:30 am'. There are fields for 'Break' and 'Bank' with plus icons. The 'TIMESPEND' section shows 'Duration' and 'Paid Hours' both at '0.00'. The 'ALLOWANCES' section has 'Travel' and 'Meal Allowance' fields, each with a green 'Yes' button and a grey 'No' button. The 'Quantity' field is set to '1 Unit'.

STEP 1 • 00:44 IN THE VIDEO

Add tasks and allowances

The shift form takes the tasks worked and any allowances that apply, along with paid hours and break, so they are captured at the time rather than reconstructed later.

CHAPTER 03 • STEP 1 OF 3

The screenshot shows the same mobile application interface, but now the 'Notes' field is active. The text 'Late due to traffic' is being typed into the field. The header bar remains the same, and the 'ALLOWANCES' section is still visible.

STEP 2 • 00:50 IN THE VIDEO

Leave a note for your manager

Notes can be dictated rather than typed. Something like **Late due to traffic** takes seconds and saves the follow-up conversation.

CHAPTER 03 • STEP 2 OF 3

Tasks, notes and checkout

The screenshot displays a mobile application interface for a timesheet entry. At the top, there's a header bar with a checkmark icon, the job name 'DEMO - CIVIL - 1', and a 'HISTORY' link. Below this, the 'JOB NAME' is confirmed as 'DEMO - CIVIL - 1'. The 'TIMELOG' section includes 'Checkin Time (*)' set to '3 July 2025' at '9:30 am' and 'Checkout Time' set to '3 July 2025' at '5:00 pm'. A 'Break' of '1h' is recorded. The 'TIMESPEND' section shows 'Duration' as '7.50' and 'Paid Hours' as '6.50'. Under 'ALLOWANCES', the 'Travel' toggle is set to 'Yes'. Other visible fields include 'Quantity' set to '1 Unit' and 'Meal Allowance'.

STEP 3 • 00:57 IN THE VIDEO

Complete and submit

With tasks and allowances filled in, complete the shift and submit it. It goes to your manager for approval and from there into the timesheet.

CHAPTER 03 • STEP 3 OF 3

Where to go next

This guide covers one part of the HR module. The rest of the series covers the module end to end.

NEXT UP - HR Mobile 04

Approve leave and sign off policies

BACK TO HR Mobile 02

Update licences and submit tasks to HR

THE REST OF THE HR MODULE

Ask your Kynecton account manager for the other HR mobile guides

MORE IN THIS MODULE

HR Mobile 01 **HR in the field (module overview)**

HR Mobile 02 **Update licences and submit tasks to HR**

HR Mobile 04 **Approve leave and sign off policies**
