

Employee attendance

Arriving or leaving? Follow these 4 steps on your phone.



SCAN THIS QR CODE

BEFORE YOU START

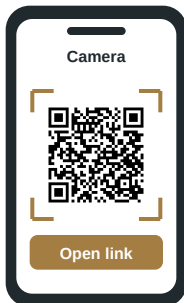
Stay within 100 metres of an approved workplace.

Location is checked for both check-in and check-out.

First visit? Request HR approval, then show HR the reference on your phone.

Use the same phone and browser every day.

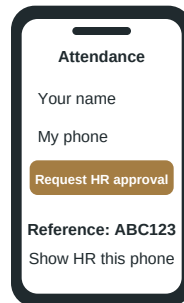
1 Scan & open



Open your phone camera and point it at the QR. Tap the link that appears.

Open in your regular browser; avoid private browsing.

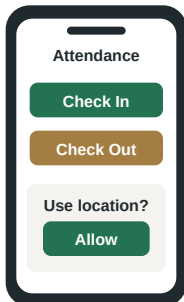
2 First visit: HR approval



Enter your name and phone label. Tap Request HR approval.

Show HR your phone reference. After approval, tap Check approval.

3 Check in / check out



Tap Check In when you arrive. Tap Check Out before you leave.

Allow location access. Enable precise location if offered.

4 Wait for confirmation



Look for the green success confirmation before closing the page.

If you see an error, follow the message or ask HR for help.

Allow precise location in browser settings. Changed phone or browser? Contact HR.

Still stuck? Contact HR. Print on Letter paper at 100% / Actual size.