Clocking In and Out

My Time

- On your iPad or phone, open the **Kozy App**.
- Sign into your personal account.
- Go to the orange **My Time** button to clock in.
- At the top of the screen your name will be listed. Click the blue **Clock In** button to clock in.
- Underneath is your clock-in history. You can change the week by selecting the listed week in purple.
- Listed will be your clock in, clock out, hours worked, and break.
- To take a break, clock out in the same place you clocked in. When your break is over, click **Clock In**.
- If you forgot to clock in for lunch, click on the date you did not take a break and select **Mark No Lunch**.
- If you forgot to clock in, contact your office so they can adjust your hours on the back end.

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