

TempWorks Mobile App - Time Entry

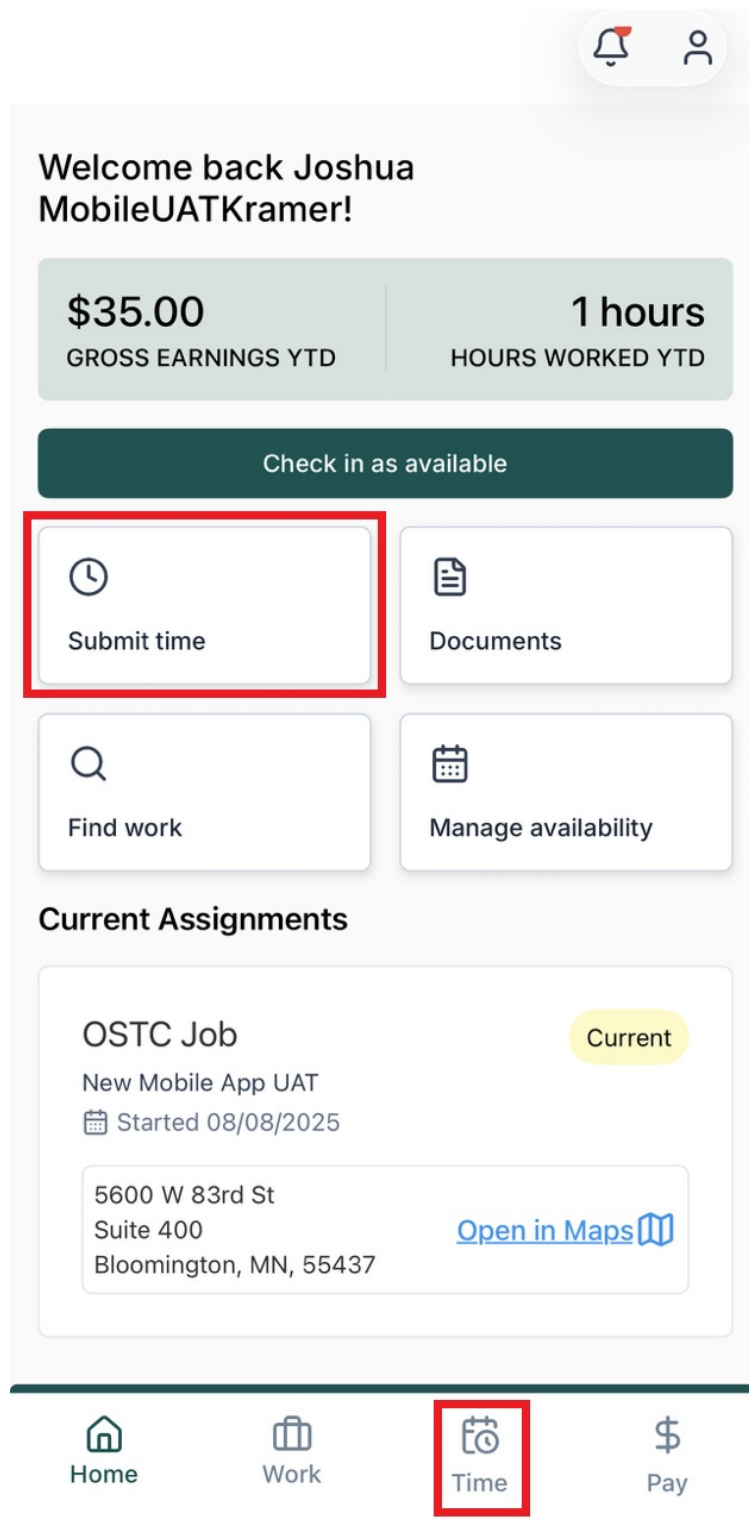
Last Modified on 01/06/2026 1:51 pm CST

Overview

The TempWorks Mobile App is an all-in-one mobile application that allows you to enter your time, keep tabs on your assignment(s), an eye on your pay information, and house your documents. It makes getting to the job easy and lets you know everything you'll need to be successful.

Navigating to Time Entry

You can navigate to Time Entry by selecting the "Submit Time" option within the Quick Access Cards at the top of the page, or the "Time" tab at the bottom of the page:



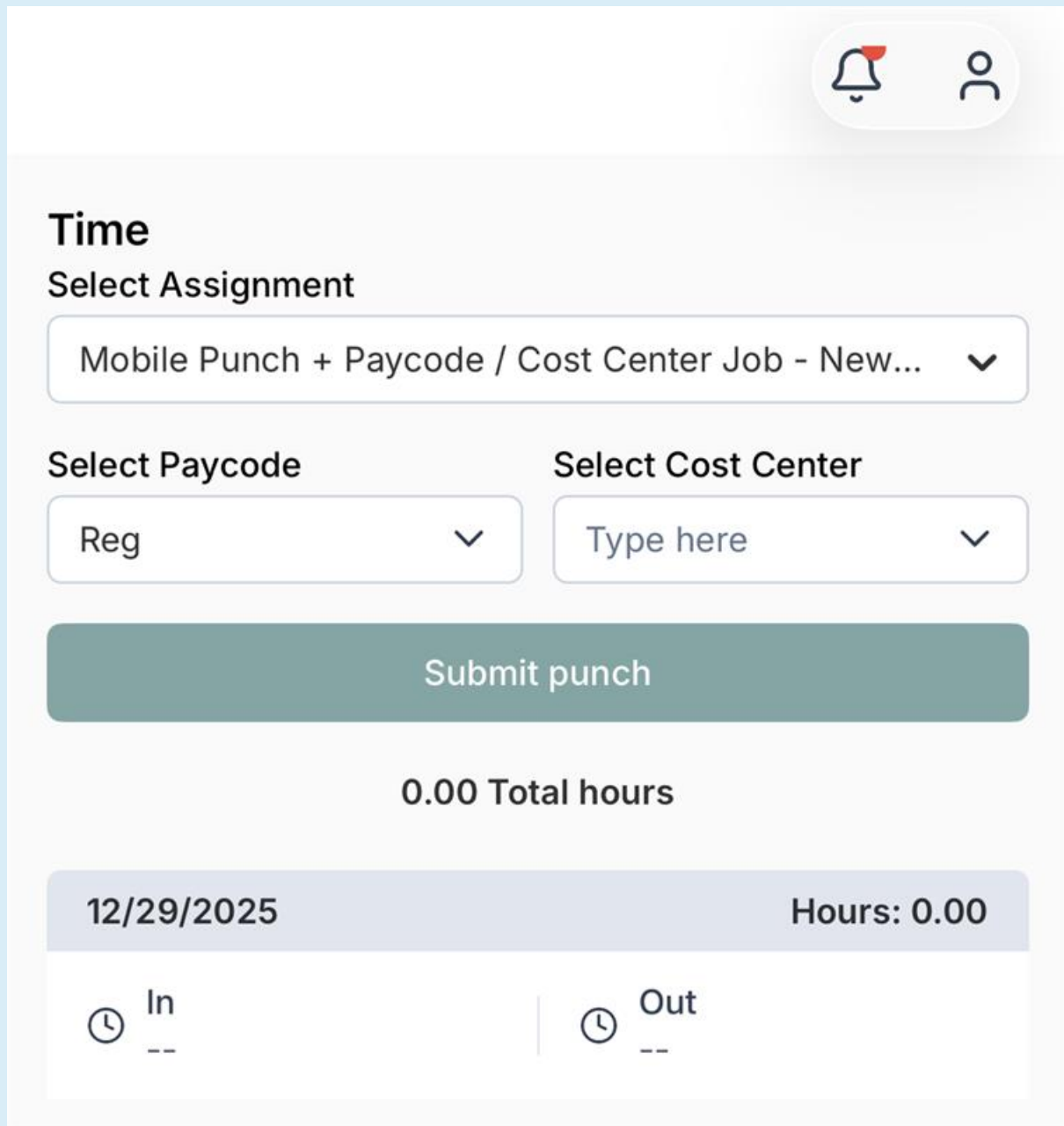
Entering Time

Note The below example within this article showcases how to create and edit a "Weekly" timecard within the TempWorks Mobile App.

Depending on how the job order and the employer is configured, users may have the option to submit punches

within the application.

This can be done by selecting the appropriate assignment via the dropdown, selecting the Paycode and Cost Center, and selecting "Submit Punch":



The screenshot displays the 'Time' window of the TempWorks Mobile App. At the top right, there are icons for a notification bell and a user profile. The main section is titled 'Time' and contains a 'Select Assignment' dropdown menu with the text 'Mobile Punch + Paycode / Cost Center Job - New...'. Below this are two more dropdown menus: 'Select Paycode' with 'Reg' selected, and 'Select Cost Center' with 'Type here' entered. A large green button labeled 'Submit punch' is positioned below these selections. Underneath the button, it shows '0.00 Total hours'. At the bottom, there is a date selector showing '12/29/2025' and 'Hours: 0.00'. Below the date, there are two clock icons with labels 'In' and 'Out', each followed by a double dash '--' for time entry.

Punches will be recorded and submitted directly within the TempWorks Mobile App.

Within the "Time" window, select the appropriate assignment via the dropdown and select the appropriate date within the calendar that you have a timecard for:



Time

Select Assignment

Weekly Regular Job - New Mobile App UAT 

Manual Time

Time History

<

Dec 2025

>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Note In the event you do not have a timecard created for a given week, you can select the "Create Timecard" option after selecting the appropriate date within the calendar:



Time

Select Assignment

Weekly Regular Job - New Mobile App UAT 

Manual Time

Time History

<

Dec 2025

>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

No timecards found for the selected date.

Create Timecard



Home



Work



Time



Pay

Select the "Enter time and submit" option within the intended timecard:



Weekly Regular Job - New Mobile App UAT

Manual Time

Time History

<

Dec 2025

>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Weekly Regular Job

New Mobile App UAT - UAT Weekly Regular

Paycode: Reg

12/08 - 12/14

 Unsubmitted

Enter time and submit →

Create Timecard

Home

Work

Time

Pay

Within the "Timecard Details" section, verify the pay rate information, add any applicable notes, and select "Save timecard details":



Timecard Details

Paycode

Reg

Pay Rates

Regular Rate

\$20.00

Overtime Rate

\$30.00

Doubletime Rate

\$40.00

Notes

Rates are correct.

Save timecard details

Submit Timecard for 12/08 - 12/14

Close

Within the "Hours" section, add the appropriate number of Regular, Overtime, and Doubletime Hours and select "Save Hours":



Hours ^

Regular Hours

X

Overtime Hours

X

Doubletime Hours

X

Save hours

Adding Adjustments

You may have the ability to enter additional adjustments (reimbursements) depending on your timecard. Adjustments can be added when entering time.

Within the "Adjustments" section, select the appropriate "Adjustment Type", enter the amount of the adjustments, add any applicable attachments, and select "Add Adjustment":

Adjustments ^

Adjustment Type

v

Amount *

[Add Attachment](#)

Add Adjustment

Submitting a Timecard

Once all your time has been entered for the past week, you will need to submit your timecard. Submitted timecards will be reviewed by your supervisor before being sent to your employer. Ask your employer when your timecards need to be submitted by.

Once all of the information has been verified, select "Submit Timecard" at the bottom of the page:

The screenshot shows a mobile application interface for submitting a timecard. At the top left is a back arrow. The main content is divided into two sections: 'Hours' and 'Adjustments'. The 'Hours' section has a total time display of '42h 0m' and three input fields: 'Regular Hours' (40:00), 'Overtime Hours' (02:00), and 'Doubletime Hours' (0.00). Each input field has a clear 'X' button. Below these is a 'Save hours' button. The 'Adjustments' section has an 'Adjustment Type' dropdown menu (currently showing 'Select adjustment'), an 'Add Attachment' button, and an 'Add Adjustment' button. Below the 'Add Adjustment' button is a tag 'Judge - \$50' with a clear 'X' button. At the bottom, there is a dark green button labeled 'Submit Timecard for 12/08 - 12/14' which is highlighted with a red border, and a white 'Close' button below it.

Within the confirmation prompt, select "Submit Timecard":

Submit Timecard

Timecard submission requested for 12/08 - 12/14.

Are you sure you'd like to proceed with submission?

Submit timecard for 12/08 - 12/14

Close

Submitted timecards can be reviewed via the "Submitted" tab within the "Time History" tab:



Time

Select Assignment

Weekly Regular Job - New Mobile App UAT 

Manual Time

Time History

Unsubmitted (0)

Submitted

All Timecards

Weekly Regular Job 

New Mobile App UAT - UAT Weekly Regular

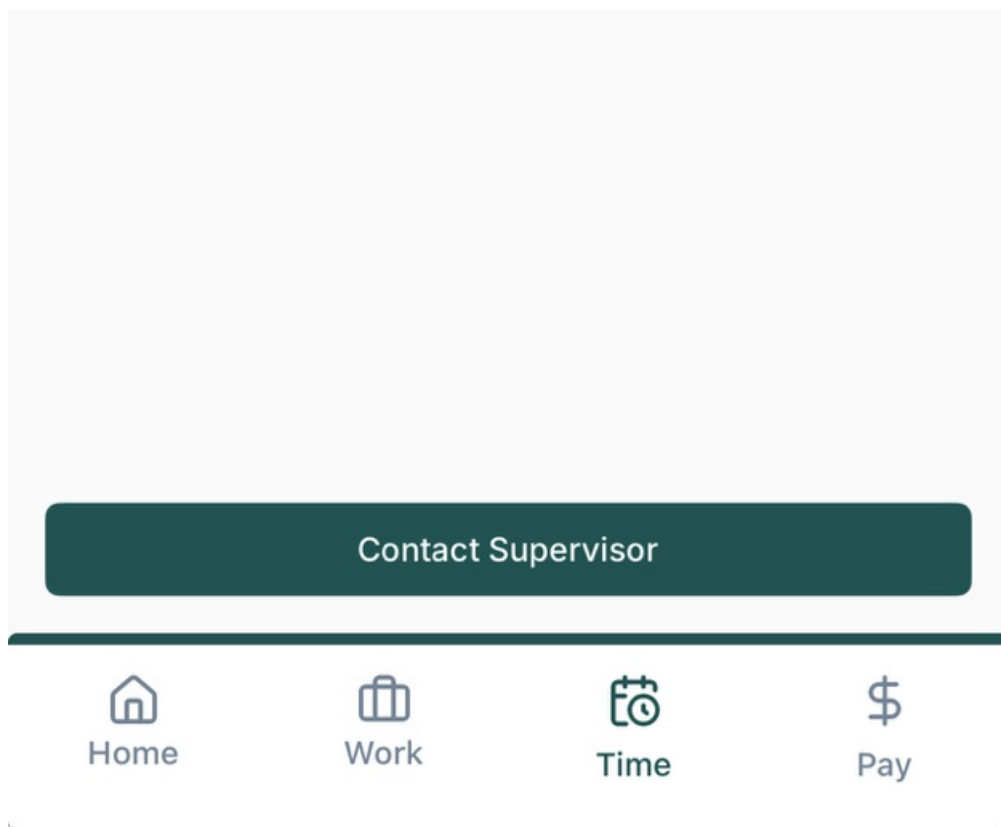
Paycode: Reg

12/08 - 12/14

 42:00 total time

 Submitted

 View details →



Related Articles
