



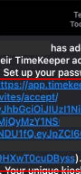
— · Saint Financial Group · —

A Simple Guide to TimeKeeper

Employee Version



Step 1



Time Message
Today 12:47 pm

has added you to their TimeKeeper account.

1. Set up your password here - <https://app.timekeeper.co.uk/invoice/access/cv3h8Gc0UjH4t1n3mshdC16MGT0mCMy0Q7Y2NS4NDUUI0D.cv3zC160TY3M30.8821jHwKToDv8p1v>
2. Your unique block 4 digit pin is [1234567890](#)
3. Download the app here - <http://onion.co.uk/app>
4. Log in to the app with your password and your phone number

Time Message

This will allow you to create an account with time keeper. Please enter a secure password (8 characters +) in both fields. Tick the terms and conditions and press accept invite.

TK TimeKeeper

Accept Invite

In order to access the system, you must set up your password.

Enter a new password

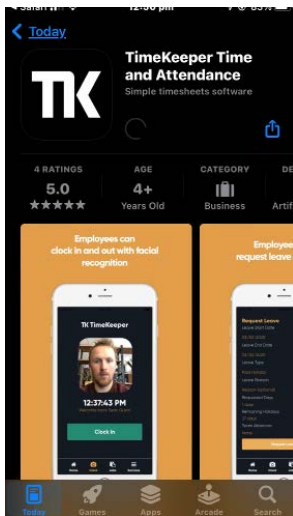
Confirm your new password

☒ I have read and agree to the terms and conditions and privacy policy and consent to using this service.

Accept Invite

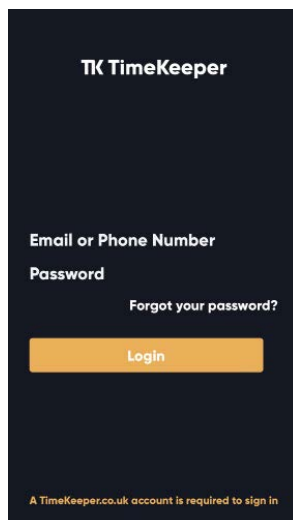
Now login with your email and password. This will show you two download buttons, please download the correct app for your device.





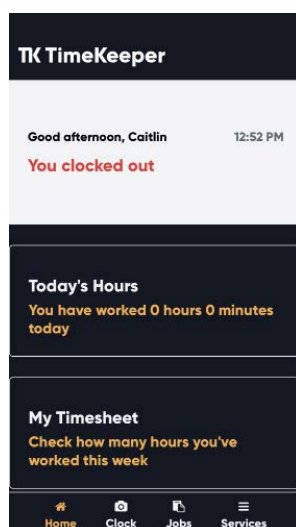
Step 4

Download the application from the app store or Google playstore.



Step 5

Log into the app using your email and the password that you just created.



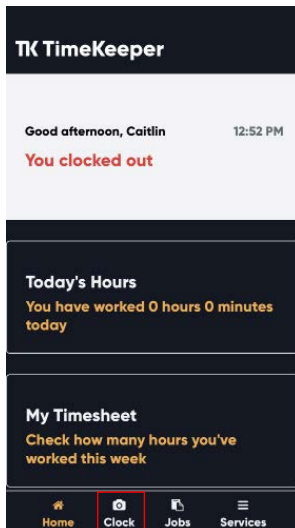
Step 6

Success! You have successfully created and logged into your account.



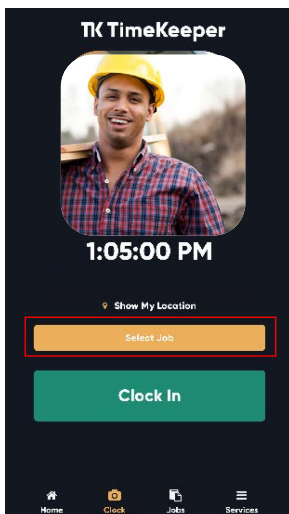
How to clock in with TimeKeeper

[Watch the video](#)



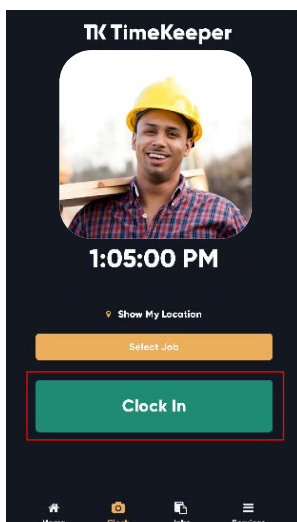
Step 1

Open your TimeKeeper app and click “Clock” on the navigation bar located at the bottom of the screen.



Step 2

Select the correct Job location on the orange drop down.



Step 3

Make sure your face is in view of the camera and press clock in.

To clockout, you simply follow the same process. However, you will see a red “Check Out” button instead.



Accessing your timesheet

[Watch the video](#)

Step 1

Open your TimeKeeper app and click “Services” on the navigation bar located at the bottom of the screen.

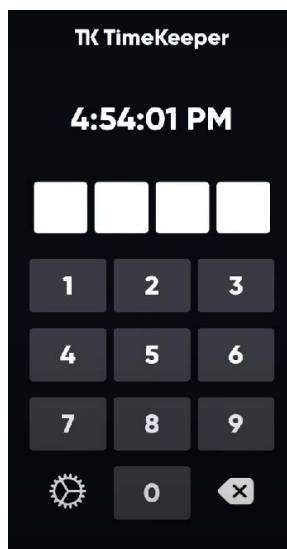
Step 2

Click on to “Timesheet”



How to clock in with via Kiosk Mode

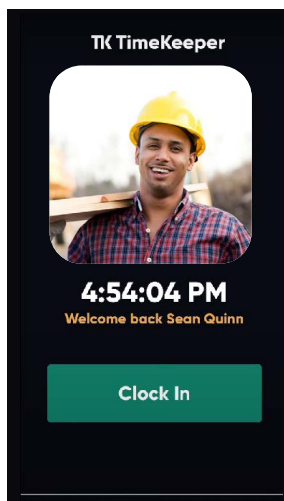
[Watch the video](#)



Step 1

Enter your personal account pin.

This is provided in the original text or email that we sent out.



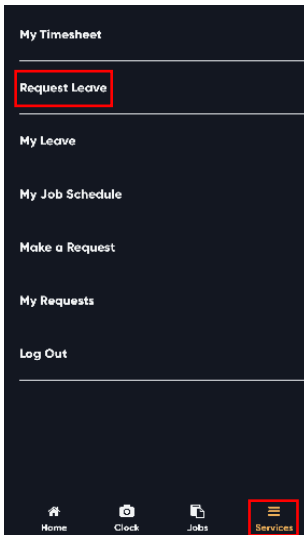
Step 2

This will log you into your account, now you can successfully clock in as normal.



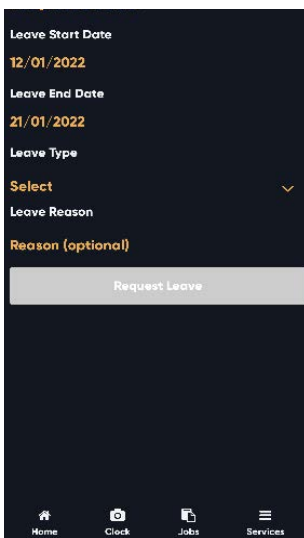
How to request time off in TimeKeeper

[Watch the video](#)



Step 1

Open the TimeKeeper app and go to services (located on the bottom right). Once there, you will see “Request Leave”, click on it.



Step 2

Here you can select your leave start and end date, leave type and reason. Simply complete all of the fields then press the “Request Leave” button.