



How to use the *Green 60* APP

Our system is designed to simplify your check-in and check-out. You may enter your work hours, view them, verify them, submit your vacation dates or day(s) off, electronically sign it, and submit it for processing.

You may do it in three easy ways:

- 1- Your Smart Phone
- 2- Desk top computer
- 3- Tablet with QR code and Punch the codes

The system has four options to utilize:

- | | |
|-------------|--------------|
| a) Check-in | c) Lunch out |
| b) Lunch in | d) Check-out |

Each of these payroll options has their own functionality and advantages:

1) Smart Phone:

- a) after your employer sets you up in the system with *Green 60* you will receive a link. Click on the link, follow the instructions, and the *Green 60* payroll screen will pop up on your smart phone
- b) when you need to clock-in, go to lunch, or clock-out, click on the *Green 60* logo to gain access and submit your punch.

You may review your hours by choosing REVIVE and selecting the date(s).

2) Desk Top:

- a) On your browser, type in *Green60.com*, click on APP, chose AT THE OFFICE Window PC, and follow the instructions.

3) Tablet

- a) The tablet is installed at your office and is programmed, and you have received you badge. Touch the clock face on the screen on the tablet, and wait for the clock to turn **green**. Then, you may either:
 - i) Place the QR code image on the badge in the middle of the clock, or
 - ii) key in your badge number and pass code to check-in or check-out.

NOTE: If you experience any issues with the Green 60 payroll app, please call Green 60 at (844) 473-3660, between the hours of 9:00 a.m. and 6:00 p.m. PST.