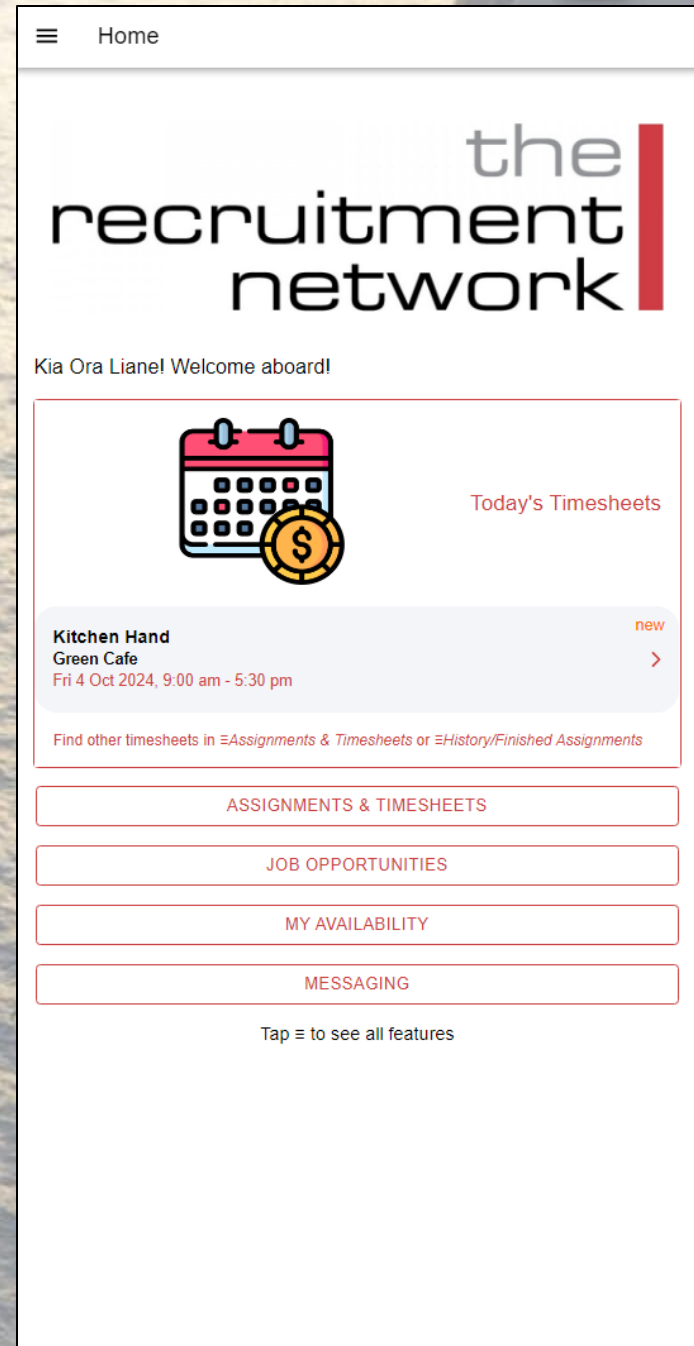


How to enter Travel

1. Login to your TRN Mobile App and open your timesheet







How to enter Travel

1. Login to your TRN Mobile App and open your timesheet
2. After entering your worked hours, click on **ADD TIME** again to add travel separately

← Fri 04 Oct 2024

Working as Kitchen Hand
At Green Cafe
Total Hours Without Breaks: Standard: 4 hours 30 min
Travel :

Rate	From	To	
Standard	7:00 am	11:30 am	 

 Time Entered  Approved

Step 1: Enter Time
Step 2: Supervisor Available, Press 'Onsite Timesheet Approval' and pass the phone to the supervisor
Step 3: Supervisor Not Available, Press 'Send for Digital Approval'

How to enter Travel

1. Login to your TRN Mobile App and open your timesheet
2. After entering your worked hours, click on ADD TIME again to add travel separately
3. Choose Travel as your Rate type by clicking on Rate

← Fri 04 Oct 2024

Working as Kitchen Hand
At Green Cafe

Rate Standard ▲

Rate Description: Standard basic rate

Start Select Time End Select Time

Break Start Select Time Break End Select Time

Breaks Taken

Select Rate

Standard

Travel

CANCEL OK

Total Time Worked:

DELETE CANCEL SAVE

How to enter Travel

1. Login to your TRN Mobile App and open your timesheet
2. After entering your worked hours, click on ADD TIME again to add travel separately
3. Choose Travel as your Rate type by clicking on Rate
4. Add in your travel hours and then click Save

← Fri 04 Oct 2024

Working as Kitchen Hand
At Green Cafe

Rate

Rate Description: 11773

Start End

Break Start Break End

Breaks Taken





Total Time Worked: 1 hour



How to enter Travel

1. Login to your TRN Mobile App and open your timesheet
2. After entering your worked hours, click on ADD TIME again to add travel separately
3. Choose Travel as your Rate type by clicking on Rate
4. Add in your travel hours and then click Save
5. Travel will now show as a separate line on your timesheet

← Fri 04 Oct 2024

Working as Kitchen Hand
At Green Cafe
Total Hours Without Breaks: Standard: 4 hours 30 min
Travel : 1 hour

Rate	From	To		
Travel	4:00 am	5:00 am		
Standard	7:00 am	11:30 am		

 Time Entered  Approved

[ADD TIME](#)

Step 1: Enter Time
Step 2: Supervisor Available, Press 'Onsite Timesheet Approval' and pass the phone to the supervisor
Step 3: Supervisor Not Available, Press 'Send for Digital Approval'

[ONSITE TIMESHEET APPROVAL](#)

[SEND FOR DIGITAL APPROVAL](#)