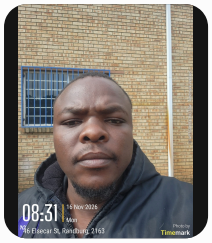
ETA. Check in. Check out. Get paid.

Every day you work, the group must show **when** you will arrive, **when** you arrived, **where** you were, and **when** you left. That is how your days are confirmed for pay.

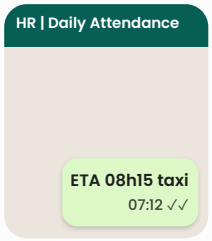


1
Set up Timemark once

Download **Timemark** (free) from the Play Store or App Store.

Switch on **Name** in the stamp and type your name. Every photo then shows time, date, place and name.

Timemark will not install? See **No Timemark** below.

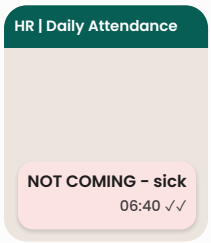


2
Send your ETA by 07h30

Type the time you will get to work. One hour before your start, so by **07h30** for an 08h30 start. For a 10h00 start, by 09h00.

ETA 08h15 taxi

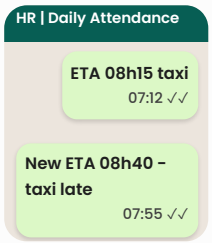
Early start? Send it when you leave home.



3
Can't come? Say so early

Type **NOT COMING** and the reason, before 07h30. Sandile and Thobile are told straight away, so they can find someone else.

NOT COMING - sick

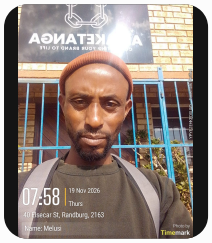


4
Running late? New ETA

Always add 10 minutes to your ETA, so you have time to spare.

If you will be **5 minutes or more** later than your ETA, send a new ETA straight away.

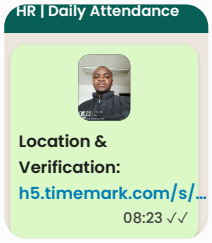
New ETA 08h40 - taxi late



5
ARRIVE: Timemark selfie

Every site and every event, not only the warehouse. As soon as you arrive, open Timemark and take a selfie with the site behind you.

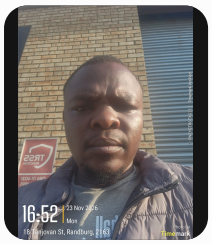
Your face and the place must both show.



6
Share it from Timemark

Send the photo **from inside the Timemark app** to the **Amaketanga HR | Daily Attendance** group.

The message must show **"Location & Verification"** and a link. That link is your proof. No link = it does not count.



7
LEAVE: do it again

When you finish, take a Timemark photo and share it from Timemark the same way.

Your first photo of the day is **IN**. Your last photo is **OUT**. No need to type IN or OUT.



One phone
One person
New photo

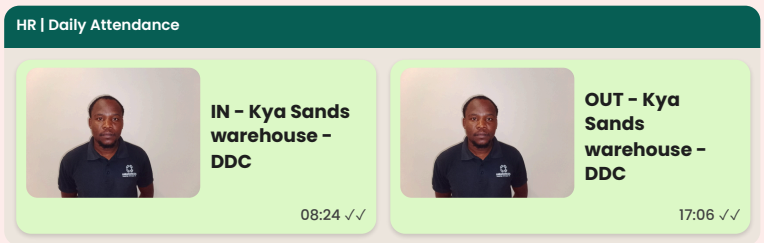
8
Only your own, only new

Each person posts on their own phone. Never post for a friend.

Take the photo there and then. Old photos from your gallery do not count.

No Timemark? (the app will not install)

1. Tell **Thobile** first.
2. ARRIVE: normal selfie at the site. In the **same message** type **IN**, the place and the event.
3. LEAVE: new selfie, type **OUT** the same way. Nothing typed = does not count.



Your work day, step by step

Normal hours are 08h30 to 17h00, Monday to Friday. Sandile's team list the night before gives other times.

19h00–21h00

Night before. Sandile posts the team list in the Amaketanga group: job, names, start time (and finish time if late).

By 07h30

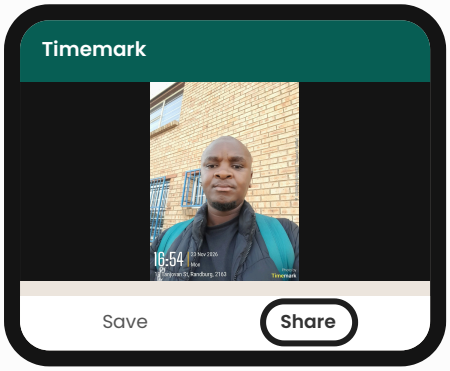
Morning. You type **ETA 08h15** in the Daily Attendance group. Or **NOT COMING** and the reason.

On arrival

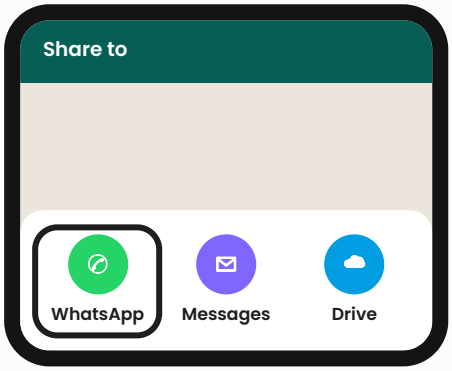
At the site. Timemark selfie, shared from Timemark with the link. This is your **IN**.

On leaving

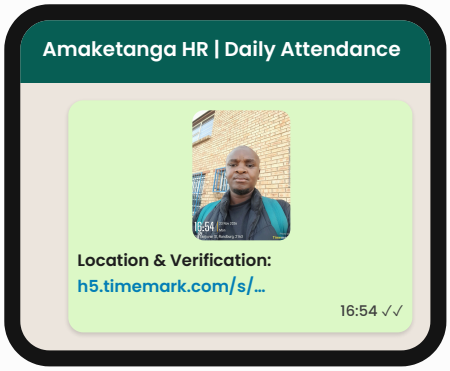
End of day. Timemark photo, shared from Timemark with the link. This is your **OUT**.



1. Take the photo in Timemark, then tap **Share** in Timemark. Do not save it and send it from your gallery.



2. Choose WhatsApp, then the **Amaketanga HR | Daily Attendance** group.



3. Check the link is there. No "Location & Verification" line? Send it again from Timemark.

Reminders you may get

When	Why	What to do
07h30	No ETA yet	Type **ETA** and your time, or **NOT COMING** and the reason.
30 min after your ETA or start	No arrival photo yet	Share your Timemark selfie from Timemark.
10 min after a photo	Photo sent without the Timemark link	Share the same photo again from inside Timemark.
1 hour and 3 hours after finish	No OUT photo yet	Share your Timemark photo when you leave. Still working? Type **STILL WORKING**.

Got a reminder? Answer it straight away. Forgot, or no data? WhatsApp **Thobile** the **same day**. No reminders between 21h00 and 06h00. At 08h00, Sandile and Thobile are told who has not sent an ETA.

Why we do this

You are paid for the days you work. This group is the proof. It protects **you**: if your day is in the group, nobody can say you were not there.

Your ETA also tells us early if there is a problem, so the team is not short at 08h30.

Your privacy

Your photos and location are only used to confirm your work days and pay. Amaketanga keeps them safely, as the law (POPIA) requires.

Everyone in the group can see the check-ins.