ROBERT OF PHILADELPHIA · TEAM HANDOUT · SEPTEMBER 2026

⏰ We're Switching to ROP Time

Our own clock-in app — it replaces OnTheClock, starting now

What we're doing: we built our own timekeeping app — **ROP Time** — and it replaces the old OnTheClock service. From now on, this is how you clock in and out.

Why: it's ours, it's faster (clock in from your phone in seconds), and your hours flow straight into payroll — which means accurate paychecks with no middleman. And it uses the **same login as everything else at ROP**: your mobile number and your 4-digit PIN. One login for all of it.

time.ropsalons.com

STEP 1 · PUT IT ON YOUR IPHONE LIKE AN APP (ONE TIME)

1. Open **Safari** on your iPhone and go to **time.ropsalons.com**
2. Tap the **Share** button (the square with the arrow, bottom of the screen)
3. Scroll down and tap **"Add to Home Screen"**
4. Tap **Add** — ROP Time now sits on your phone like any other app

Android: open Chrome, go to time.ropsalons.com, tap the ⋮ menu, then "Add to Home screen."

STEP 2 · FIRST TIME LOGGING IN (ONE TIME)

1. Open the app and tap **"First time logging in?"**
2. Enter your **mobile number** — the one the salon has on file for you
3. Pick a **4-digit PIN** — that becomes your login for ROP Time and everything else

Forgot your PIN later? Tap "forgot" and we text you a code. Number not recognized? See your manager — it takes 10 seconds to add you.

STEP 3 · EVERY DAY

- **Clock IN** when you arrive — one tap; pick your salon (and department if it asks)
- **Clock OUT** when you leave — one tap
- Missed a punch? Tell your manager — corrections are quick and show up on your timecard

That's it. Same phone, same number, same PIN — your hours go straight to payroll. If anything doesn't work on your phone, grab a manager today and we'll fix it on the spot.

Robert of Philadelphia · Village · Bayfront · Promenade · Questions: your manager or Marina