Other Settings, Early & Late Clock-In, Break Defaults, Etc.

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Important Other Settings Upon Initial Setup

From the **Main Menu Bar**, click the **Gearwheel** icon and then **General Settings**. Scroll to **Other Settings** at the bottom of the page.

1. **Minutes to be considered late**

   Clock-In records and employee files will track late arrivals according to this value.

2. **Minutes allowed to Clock-In early**

   If an employee Clocks-In prior to this allowance, they are either, warned and prompted for a reason (default behavior), or blocked. Behavior may be set per location. See Location Settings

3. **Auto Clock Out Clock-Ins**

   If an employee forgets to cock-out, the system will auto-clock them out, and generate a message to manager that the time punch requires adjustment. There are three available options to determine when to auto clock-out an employee:

   - Over **n** hours - set this value to auto clock-out employees with time punches longer than **n** hours
   - At End of Business Day - will auto clock-out employees at the location's set end of business day
   - A **x AM / PM** every day - set this value to custom time that will auto-clock out employees

**Remember to click Save All Changes at the bottom of the General Settings page after adjustments.**

Clock-In Restrictions

Alerts / Message Reading Rules (dropdown menu)

From the **Main Menu Bar**, click the **Gearwheel** icon and then **General Settings**. Scroll to the **Schedules** section. Open the **Schedule Settings** for a specific schedule by clicking the **+** icon to the left of the name of the schedule and scroll to the **Clock-In Restrictions** section.

Teamwork generates system alerts (i.e. "Your Shift Trade is Approved"), as well as Managerial Messages (i.e. "Openers, remember to prepare extra product for today's function").
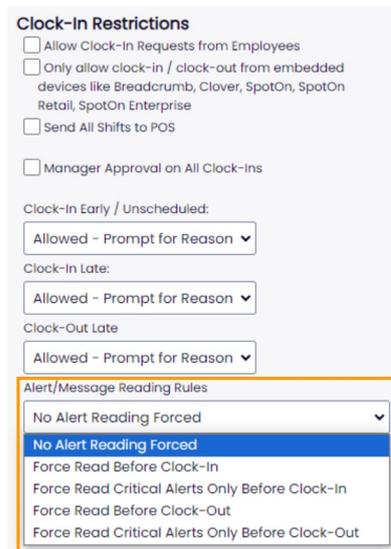
Clock-In Restrictions

☐ Allow Clock-In Requests from Employees
☐ Only allow clock-in / clock-out from embedded
   devices like Breadcrumb, Clover, SpotOn, SpotOn
   Retail, SpotOn Enterprise
☐ Send All Shifts to POS

☐ Manager Approval on All Clock-Ins

Clock-In Early / Unscheduled:
[Allowed - Prompt for Reason ▾]
Clock-In Late:
[Allowed - Prompt for Reason ▾]
Clock-Out Late
[Allowed - Prompt for Reason ▾]

Alert/Message Reading Rules
[No Alert Reading Forced ▾]
No Alert Reading Forced
Force Read Before Clock-In
Force Read Critical Alerts Only Before Clock-In
Force Read Before Clock-Out
Force Read Critical Alerts Only Before Clock-Out

By default, Teamwork requires that messages be read before clock-in is allowed. You may change the behavior in this dropdown.

Note: Use the Break Settings for states or companies that require breaks of certain lengths per shifts over [x] hours

Remember to click Save All Changes at the bottom of the General Settings page.

Save All Changes