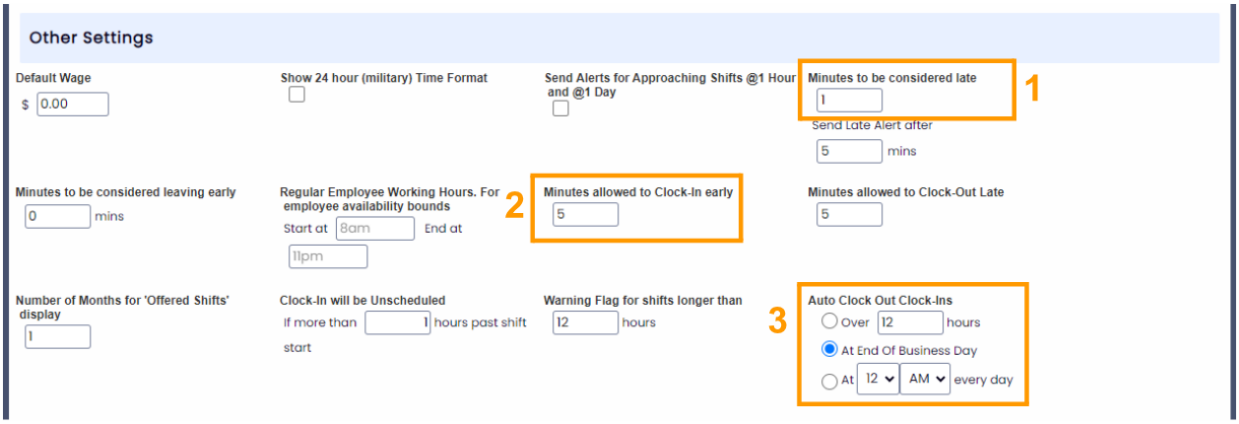
Other Settings, Early & Late Clock-In, Break Defaults, Etc.

Last Modified on 10/27/2026 1:04 pm MDT

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 clock-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.

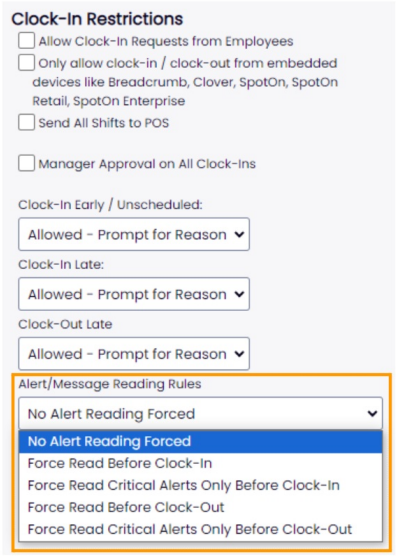
Save All Changes

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").



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