

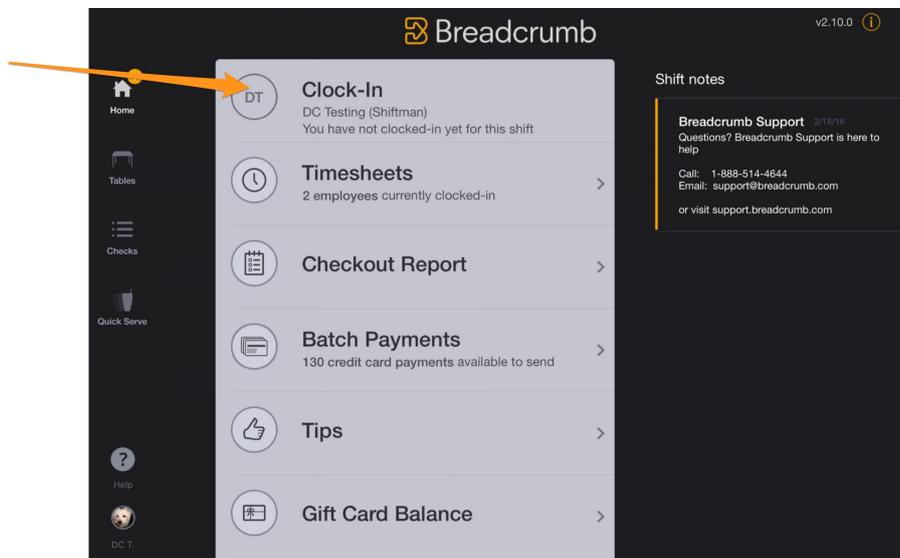
Clocking In to Breadcrumb POS

Last Modified on 12/24/2023 1:52 pm MST

Clocking-In to Breadcrumb POS with Teamwork Integration

Clock-In

1. Initiate Clock-In through Breadcrumb

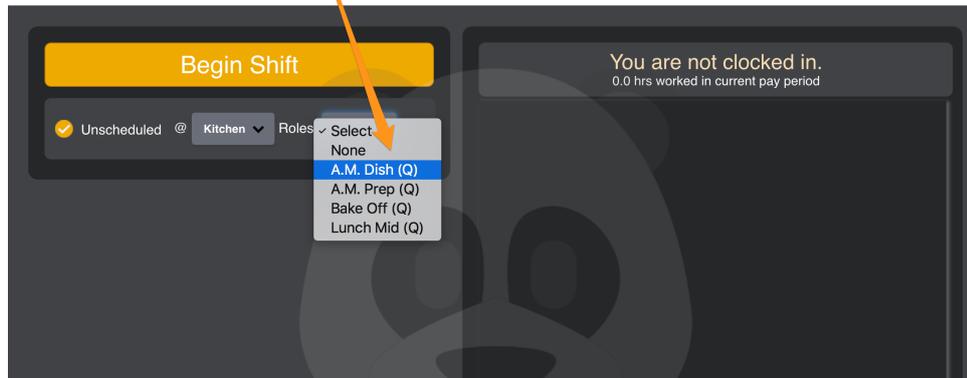


2. **WAIT for a 2nd Screen**, (this can take 3 seconds) which confirms your Shift / Time / Role, and press **Begin Shift**.

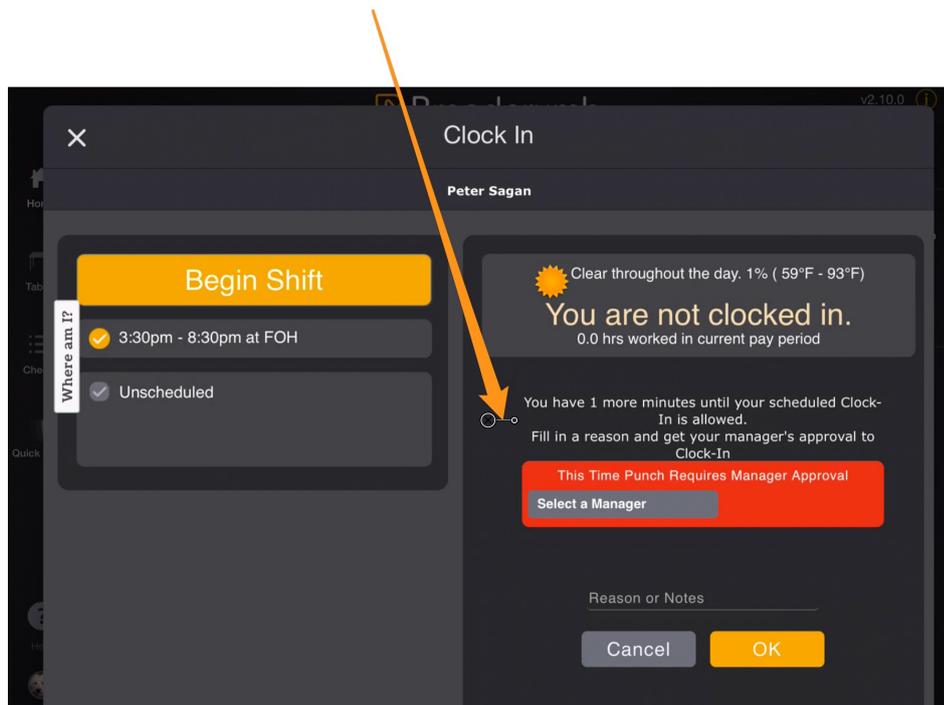
You should verify that you were allowed to clock-in without restriction.



3. If you are clocking in EARLY or UNSCHEDULED, you will be prompted to enter your LOCATION / ROLE



4. If your company restricts early Clock-In, you may be prompted to have a Manager authorize the Clock-In



Breaks

1. Clock-Out for a BREAK rather than End Shift. Again, **ALWAYS WAIT FOR THE 2nd SCREEN**

NOTE: For states that require 30-minute breaks, you may be prevented from returning from break until 30-minutes has been taken.

Clock-Out

1. Upon Clock-Out, **WAIT for the 2nd Screen**. You may be prompted to Enter Tips, Validate Breaks or your Time Punch, or enter other Company specific data.