

Clocking Into SpotOn Teamwork Using Quick Pin

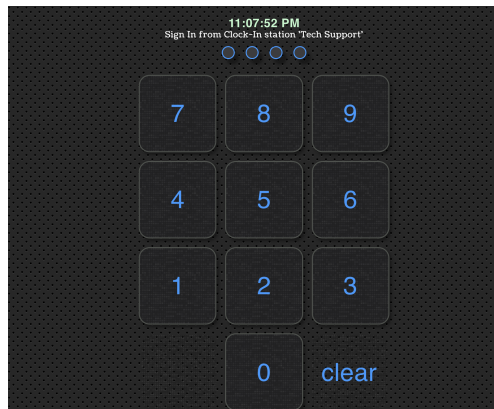
Last Modified on 11/05/2024 12:06 am MST

Launch SpotOn Teamwork Classic App

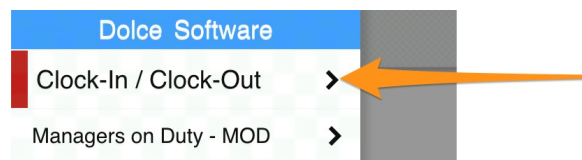
NOTE: If the device has not been setup for clock-in, see:

<https://support.dolceclock.com/help/setting-clock-in-devices>

Type In 4 or 6 digit PIN (provided by employer)



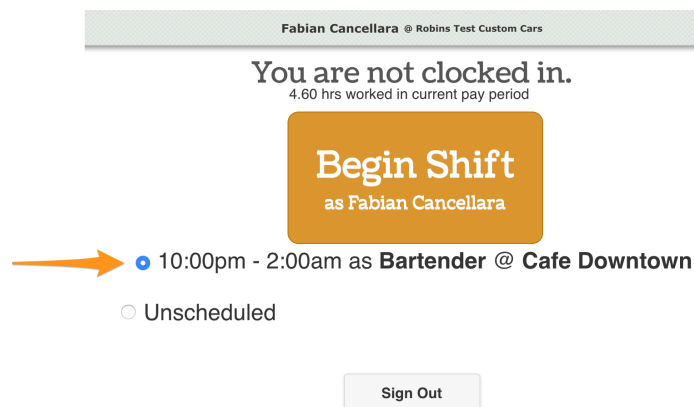
From the Left Menu > Clock-In / Clock-Out



Clock-In

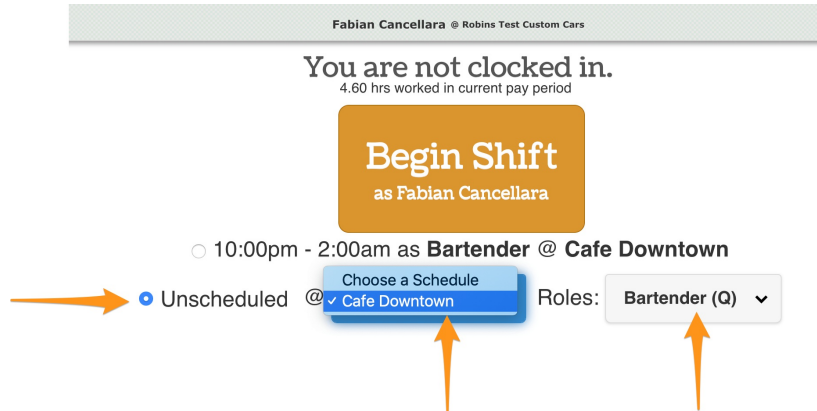
1. If you are scheduled for a shift, the app will show expected Time / Location / Role.

Select **Begin Shift**

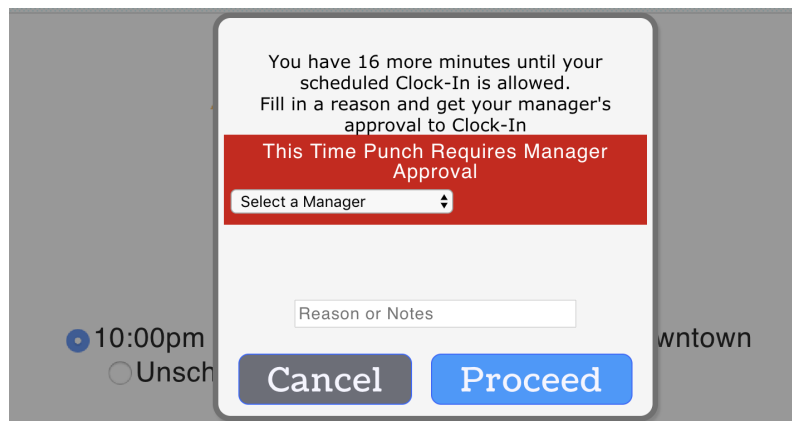


If you are clocking in for a DIFFERENT or UNSCHEDULED shift, select **Unschedule**, and

choose **Location / Role**



b. If your company requires authorization for an early or unscheduled clock-in, a manager must approve before proceeding.



Taking a Break

1. Use the Go On Break button

You clocked in at 6:00pm (3.7 Hours)

3.71 hrs worked in current pay period

Go On Break
Unpaid

End Shift
as Fabian Cancellara

Sign Out

2. Ending Break: Select **End Your Break**

NOTE: If you are required to take a specified break length, the system will prevent ending the break early

You clocked in at 6:00pm (3.3 Hours)

(Break started @ 9:20pm currently **00:25** taken of required **30** mins)

3.76 hrs worked in current pay period

End Your Break
Unpaid

End Shift
as Fabian Cancellara

Sign Out

Clock-Out (End Shift)

1. Select **End Shift**

End Shift
as Fabian Cancellara

a. If your company requires your time punch to be Validated

- Review Time Punch and Break

- If correct, select **My Time Punch is Correct**
- If incorrect, Type Correction Notes and **Submit Correction**
- If you claim a labor violation, you may be prompted to have a manager sign-off

The screenshot shows a 'Time Punch Verification' dialog box with the following information:

| Shift Start | Shift End | Duration |
|-------------|-----------|----------|
| 6:00pm | 10:34pm | 4.6 hrs |

| Break Start | Break End | Duration |
|-------------|-----------|----------|
| 9:20pm | 10:33pm | 74 min |

Location: Cafe Downtown
Role: Bartender

One (1) paid 10 min rest break was made available.

Buttons: **My Time Punch is Correct** and **Submit Correction**

Input field: Type Correction Notes Here

Orange arrows point to the 'My Time Punch is Correct' button and the 'Submit Correction' button.