

Enforce Early/Unscheduled Clock-In

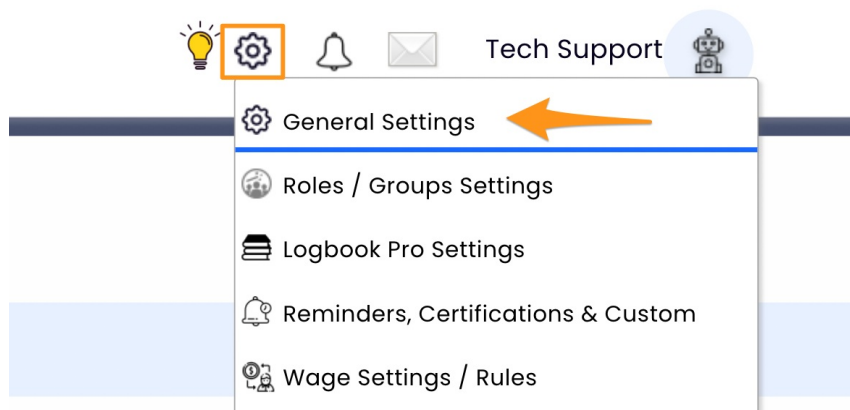
Last Modified on 10/24/2023 11:34 am MDT

PLEASE NOTE THAT YOU MUST BE USING EITHER A TEAMWORK CLOCK-IN STATION OR INTEGRATED CLOCK-IN TO USE THESE SETTINGS. If your location does not currently have integrated clock-in activated, please contact Teamwork Support to have the setting activated.

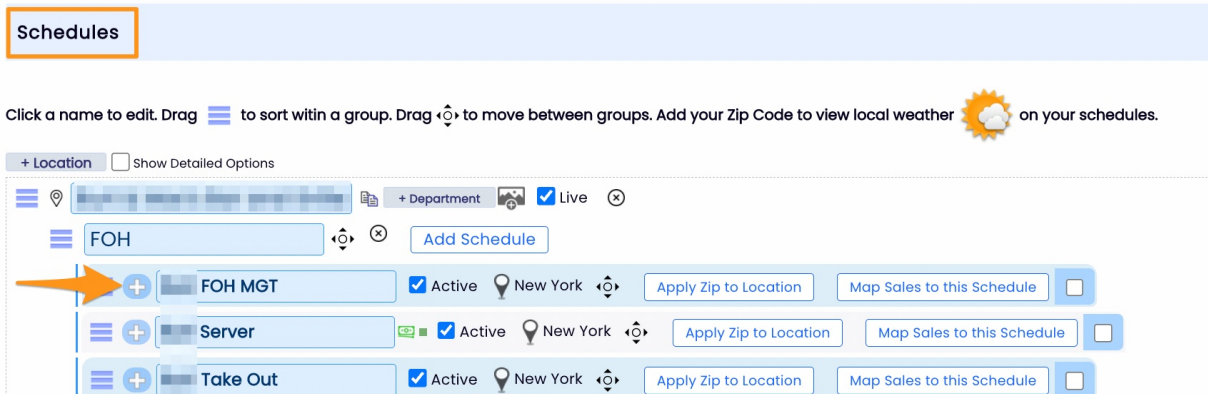
FOR TOAST USERS, PLEASE SEE: <https://support.dolceclock.com/help/toast-enforce-clock-in-to-schedule>

Early/Unscheduled behavior can be set individually for each Location/Department.

From the gearwheel Icon select **General Settings**.



1. Scroll to **Schedules** section at the top of the **Settings Screen**
2. Open a Location's Settings by Pressing "+"
3. Make Your Selection(s) from the **Dropdown Menu(s)** under **Clock-In Restrictions**



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

Clock-In Late:

Allowed

Clock-Out Late:

Allowed

Alert/Message Reading Rules:

No Alert Reading Forced

Allowed

Allowed - Prompt for Reason

Allowed - Manager Approval

Not Allowed

Options Described for limiting "early" or "unscheduled" clock-ins.

1. **Allowed with Force Prompt.** Employee is allowed to clock-in early or unscheduled, but when clock-in is attempted, they are advised that they are early, and prompted for a reason/permission. Their response become attached to the Time Punch Notes.
*This is the DEFAULT setting.
2. **Allowed with Manager Approval (Suggested).** Employee is only able to clock-in early or unscheduled if a manager authorizes when prompted at the clock-in station.
3. **Not Allowed.**

Defining EARLY (Default allows 5 minutes early, but this number can be customized)

To define Early for your company:

1. Scroll to **Other Settings**
2. Set **Minutes allowed to Clock-In early/late**

Other Settings

Default Wage

\$ 0.00

Show 24 hour (military) Time Format

Minutes allowed to Clock-In early

5

Minutes allowed to Clock-Out Late

5