

Clock-In to Teamwork App on Mobile Phone

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

Enable Phone for Clock-In (Requires Permission from a System Administrator).
See: <https://support.dolceclock.com/help/setting-a-mobile-device-for-employee-clock-in>

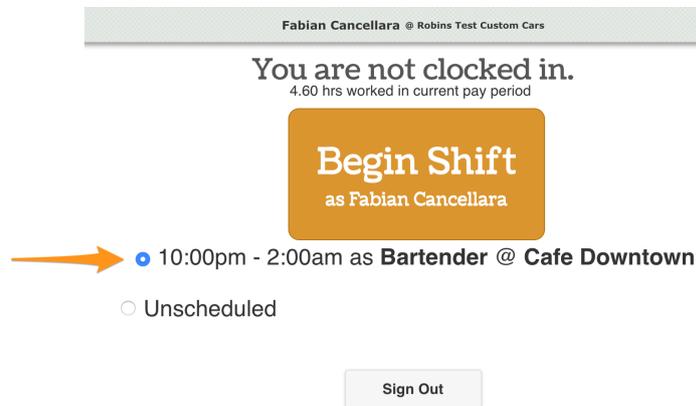
Launch SpotOn Teamwork **Classic** App

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



Clock-In

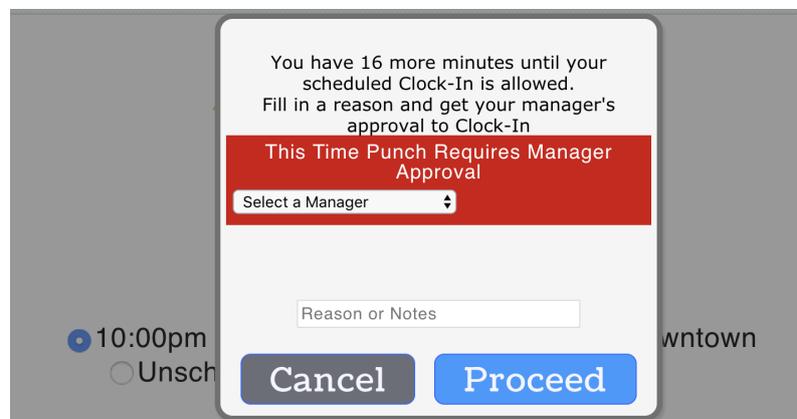
1. If you are scheduled for a shift, the app will show expected Time / Location / Role.
Select **Begin Shift**



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**

Text input field: Type Correction Notes Here

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