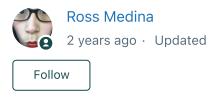


Time Clock FAQ



Frequently Asked Questions regarding Time Clock

- 1. Where do I find the Time Clock settings?
- 2. How do I disable OT notifications?
- 3. How to enable Time Clock in the mobile app?

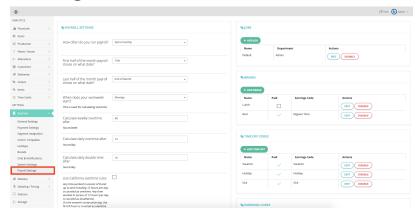
1. Where do I find the Time Clock settings?

There are two levels of settings for the new Time Clock.

Global: applies to all employees.
Accessible from the Admin panel → Business → Payroll

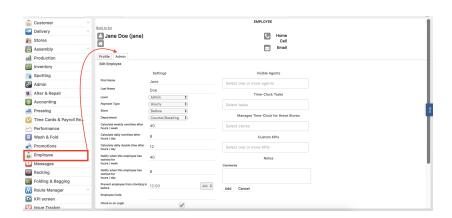
Help

Settings



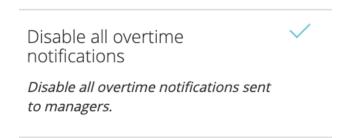
 By employee: applies to a particular employee in the company.

Accessible from the Employee module → Employee → Admin.

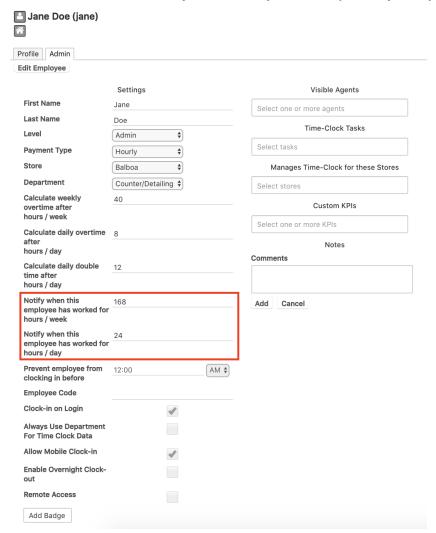


2. How do I disable OT notifications?

To disable them globally, make sure the option is checked in the global settings:

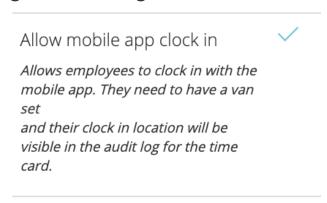


To disable them per employee, modify their notification settings to the maximum per hour/week (168 / 24):

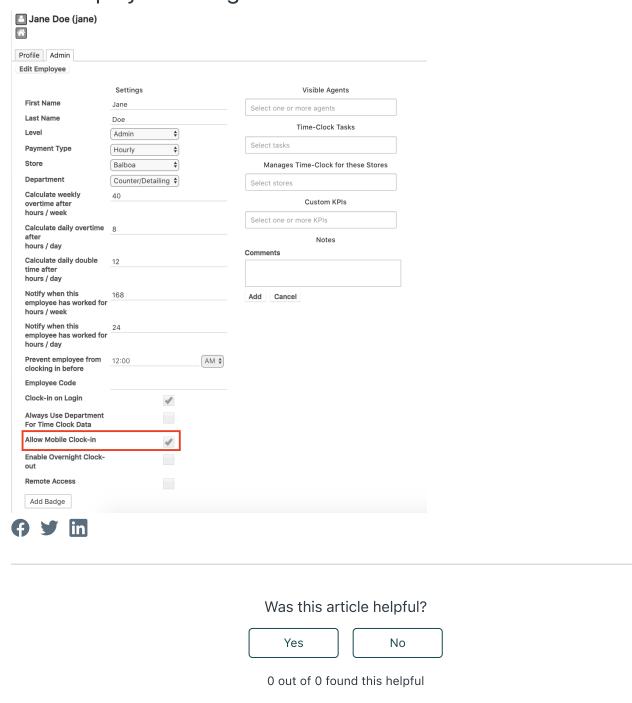


3. How to enable the Time Clock in the mobile app?

To enable it globally, make sure the option is checked in the global settings:



To enable it per employee, make sure the option is checked in their employee settings:



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