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# Time Clock FAQ



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2 years ago · Updated

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## Frequently Asked Questions regarding Time Clock

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### 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:

Disable all overtime notifications



*Disable all overtime notifications sent to managers.*

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

Jane Doe (jane)

Profile Admin

Edit Employee

---

Settings

First Name Jane

Last Name Doe

Level Admin

Payment Type Hourly

Store Balboa

Department Counter/Detailing

Calculate weekly overtime after hours / week 40

Calculate daily overtime after hours / day 8

Calculate daily double time after hours / day 12

Notify when this employee has worked for hours / week 168

Notify when this employee has worked for hours / day 24

Prevent employee from clocking in before 12:00 AM

Employee Code

Clock-in on Login ☒

Always Use Department For Time Clock Data ☐

Allow Mobile Clock-in ☒

Enable Overnight Clock-out ☐

Remote Access ☐

Add Badge

Visible Agents

Select one or more agents

Time-Clock Tasks

Select tasks

Manages Time-Clock for these Stores

Select stores

Custom KPIs

Select one or more KPIs

Notes

Comments

Add Cancel

### 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:

Allow mobile app clock in



*Allows employees to clock in with the mobile app. They need to have a van set and their clock in location will be visible in the audit log for the time card.*

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

Jane Doe (jane)

Profile

Admin

Edit Employee

Settings

Visible Agents

Time-Clock Tasks

Manages Time-Clock for these Stores

Custom KPIs

Notes

First Name

Last Name

Level

Payment Type

Store

Department

Calculate weekly overtime after hours / week

Calculate daily overtime after hours / day

Calculate daily double time after hours / day

Notify when this employee has worked for hours / week

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Remote Access

Add Badge

Select one or more agents

Select tasks

Select stores

Select one or more KPIs

Add

Cancel

Jane

Doe

Admin

Hourly

Balboa

Counter/Detailing

40

8

12

168

24

12:00

AM

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