

# Google Sheets Time Clock System - How To Guide

This document explains how to set up, deploy, and use the Google Sheets Time Clock System built with Google Apps Script. It provides employees with an automated Clock In / Clock Out and Task Logging system using Google Sheets.

## 1. Setup Instructions

- Open your Google Sheet and go to Extensions → Apps Script.
- Paste the provided script into a new Apps Script project.
- Save the project with a name like 'TimeClockSystem'.
- Create the following sheets in your spreadsheet: Dashboard, TimeLogs, Tasks, AuditLog.

## 2. Deployment as Web App

- Click 'Deploy' → 'New Deployment'.
- Choose 'Web App' as the deployment type.
- Under 'Execute as', select 'Me (the owner)'.
- Under 'Who has access', choose 'Anyone' or your organization users.
- Click 'Deploy' and copy the generated Web App URL.
- Replace the placeholder in the code with your Web App URL in the variable WEB\_APP\_URL.

## 3. Dashboard Layout

Your Dashboard sheet should contain:

Cell	Purpose
B1	Employee Name
B2	Date
B3	Clock In Time
B4	Clock Out Time
B5	Total Hours
A9:B13	Task Descriptions and Details

## 4. Usage Instructions

- Open the Google Sheet Dashboard.
- Enter your name in cell B1 and the current date in B2.
- Click the 'Clock In' button to start your session.
- When you finish, click the 'Clock Out' button.
- Add the tasks completed in A9:B13.
- Click 'Save Session' to record your session in TimeLogs and Tasks.

## 5. Example Logs

Employee	Date	Clock In	Clock Out	Total Hours	Session ID
John Doe	2025-11-02	09:00	17:15	8.25	1001

## **6. Audit Log**

All actions are automatically logged in a hidden sheet called 'AuditLog', recording timestamp, user, and status.

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