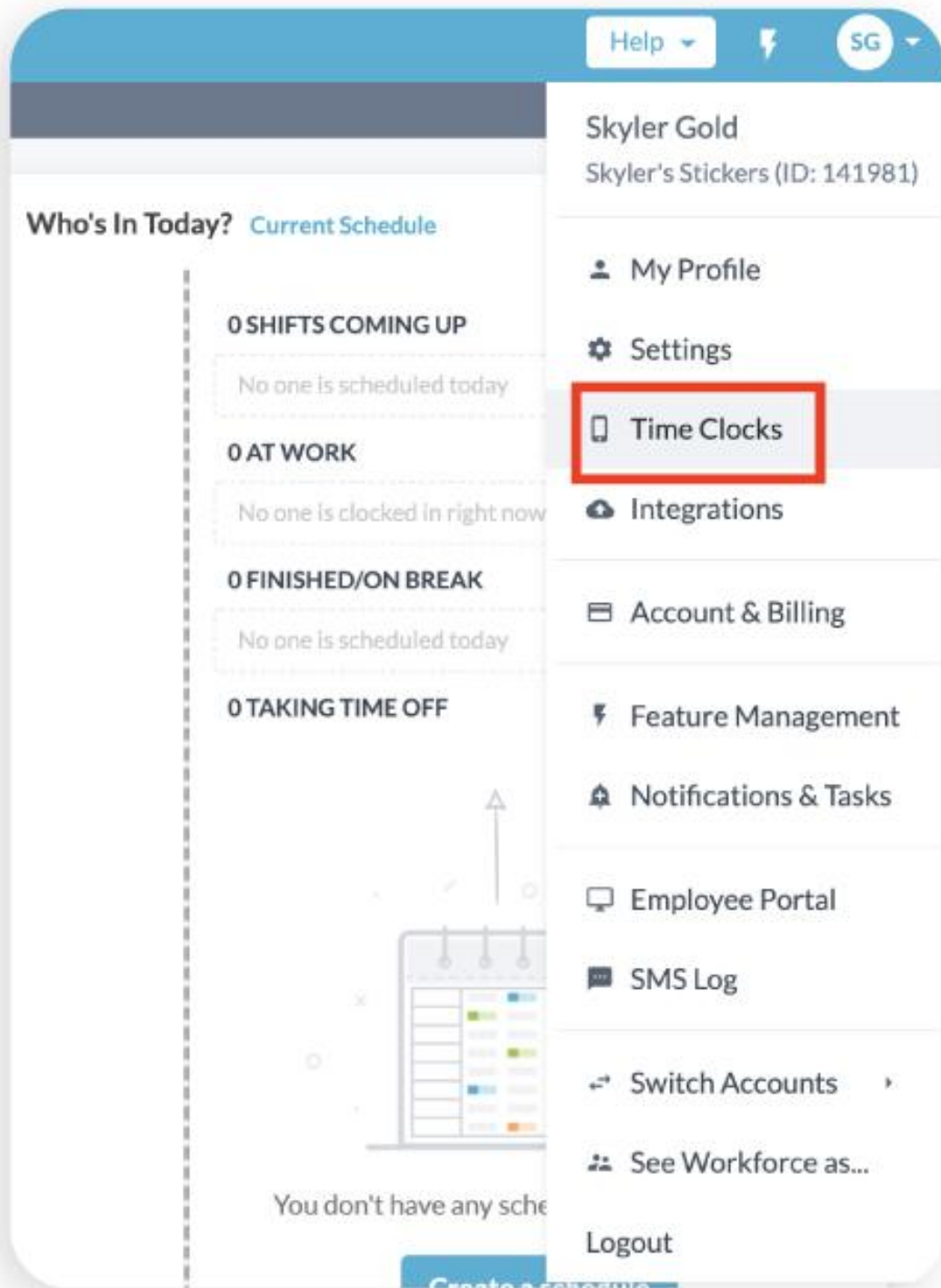# How to Set Up a Time Clock

*Note: Only certain individuals with specific permissions can set up a time clock. If you can't see any of the following steps, contact your **Company Administrator.***

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Step 1:

Log into your desktop, and click "Time Clocks" Under your settings tab.

Step 2:

Make note of the linking code given to you. Please note that this linking code does change each day so if you need to set up a time clock in the future, you'll need a new code. Download the **dark grey** time clock app from the app store on the device you are looking to set up.
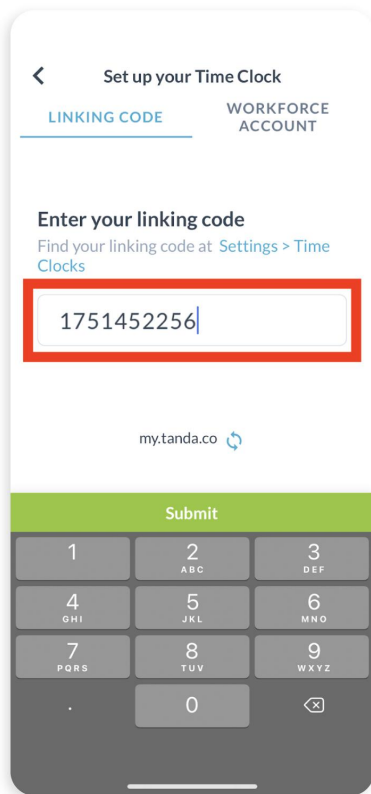

Click on the button that matches the device you want the time clock on. We recommend using an iPad or Samsung Tab A:
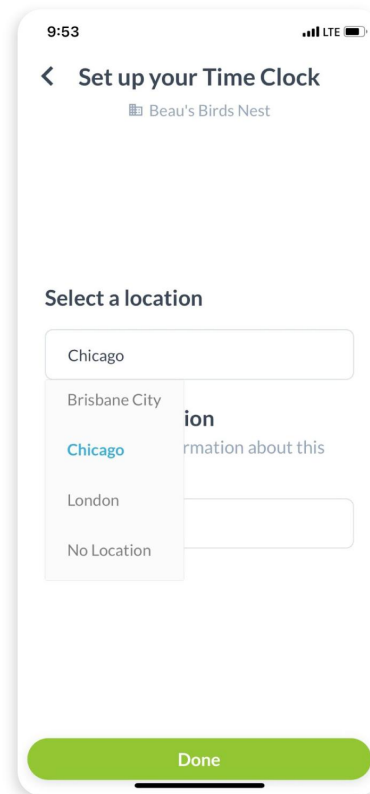
Step 3:

Click the "My business uses Workforce" option and put in the code from Step 2.

Step 4:

Choose the location you want to set up the time clock for. This will be the location that employee clock-ins will default to.

Once you've selected the location, simply hit done, and the time clock will be ready to go!

Frequently Asked Questions:

Will the punch registered by my employee override what is scheduled? Meaning I schedule Location A, but punch is recorded Location B.

Workforce wants to be sure to account for situations where an employee needs to work in a location they might not yet be assigned to. In this case, the user is able to clock in on the tablet despite not being part of the team. In the interim, the shift will appear as an "Uncategorized Shift" that can later be categorized to a location and team by the approving manager.

I've confirmed my employee is using the correct clock in passcode to clock in, but the tablet throws an error, why?

There are a few reasons a tablet might throw an error. The most common is that the device isn't connected to the internet, or the tablet was not configured correctly. We always recommend checking these things first. If the problem persists, it's likely that the employee doesn't exist in the account yet, so the manager should reach out to the system admin, or their direct manager to ensure the employee has been added to the platform.

My new hire wasn't sent their clock in passcode, how can I look it up?

When you log into Workforce, you'll have a tab in the top left corner that says "Workforce". Not the logo, but the actual button itself. If you click staff, it'll bring you to the page with all of the employees you manage. Simply search for the employee in question, click on their name, and send them an invite from their employee profile, this will include their passcode. Please be sure to confirm the accuracy of the employee's email address. If it's wrong, they will not be invited to the platform. From the staff list you can also select tools, and download a file that includes all employee's passcodes.

Can my employees use their smartphones when the tablet is not working?

Yes, so long as the employee has been invited to the app. The employees can download our employee app, sign in using their email and password, and clock in using GPS Clock In.

If you have any questions or difficulties configuring the time clock please feel free to reach out to support via the support link when you log in from a computer or by emailing support@workforce.com.