

Time Clock

Reference Guide

Document Details

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Overview

This document explains how to setup and use the Time Clock in Teamworx to punch in and out of a shift.



Download the latest version of this document here:

<https://links.crunchtime.com/TWRG-TimeClock>

... or scan the QR code to the left.



Important: The Time Clock feature is intended to be the sole source of shift data and should not be used in conjunction with a POS or CDP integration. Any 273 time clock files pulled in will override and erase the time punches entered in Teamworx. Before enabling this feature, please confirm that 273 time clock files are no longer being sent for the impacted locations.

Related User Group Permissions

Screen Name	Control Name	Description
NC – Administrative Options	Employee Maintenance	Enables the “Create New Employee” and “Employee Maintenance” options on the Labor menu.
NC – Emp. Maint.	Locations Tab	Enables the tab used to assign alternative work locations to an employee’s labor schedule.
NC – Emp. Maint.	Positions Tab	Enables the tab used to add/remove positions for an employee.
Location Details	Add/Delete/Save	Add or delete a location record, make and save changes to location details.

Related Documents

- NCQS – Review Daily Labor: <https://links.crunchtime.com/NCQS-ReviewDailyLabor>



Enable Time Clock

Enable Time Clock in Teamworx

Enterprise Manager > Corporate: Location: Edit

View Locations > 304 - Portland

Code: 300004 Name: 304 - Portland Create User: KPOSSIBLE
 Create Date: 05/16/2022 Last Edit User: KPOSSIBLE Last Edit Date: 04/30/2024
 Active: Y

1 Labor

Wage Matrix: N/A

Employee POS export mapping for use in Net-Chef: Employee POS

Labor Schedule export mapping for use in Net-Chef: POS Code

Business Day begins at (time in 24 hour format): 06:00

2 **Time Clock In Teamworx**

Allow Time Clock In Teamworx: ☒

Labor Schedule Grace Period: 15 minutes early
 minutes late

3

4

Restore Defaults

- 1** From the Location Details screen, select the Labor tab.
- 2** Check the *Allow Time Clock In Teamworx* box.
- 3** Optionally, enter a *Labor Schedule Grace Period* to indicate how many minutes early and/or late an employee can clock in without requiring manager approval.



Note: Entering a '0' in these fields will require managers to approve any time punch that occurs before/after the start of the shift. These fields should be left **blank** if managers are not required to approve early/late time punches.

- 4** Select the *Disk* (Save) icon.



Time Clock

Getting Started

Launch Time Clock

Teamworx > Manager Console

The screenshot shows the Teamworx Manager Console interface. The left sidebar contains a navigation menu with the following items: Daily Roster, Manage Schedules (highlighted), Shift Builder, Manager Log, Staff Requests (1), Message Center (5), Employee List, Open Shifts (8), Blackout Dates, My Training, Staffing Organizer, and Activity Log. The main content area is titled 'Manage Schedules' and includes a 'Create New' button. Below this is a table with columns: Week Ending Date, Created By, Modified By, Status, and Actions. The table lists several published schedules. A red box labeled 'A' highlights the 'Launch Time Clock' button in the left sidebar.

Week Ending Date	Created By	Modified By	Status	Actions
05/26/2024	Kim Possible	Kim Possible 04/30/2024 09:06 AM	Published	Edit
05/19/2024	Kim Possible	Kim Possible 04/30/2024 08:35 AM	Published	Edit
05/12/2024	Kim Possible	Kim Possible 04/26/2024 06:28 PM	Published	Edit
05/05/2024	Kim Possible	Kim Possible 04/26/2024 06:29 PM	Published	Edit
04/28/2024	Kim Possible	Kim Possible 04/16/2024 05:21 PM	Published	View
04/21/2024	Courtney Tyler	Courtney Tyler 04/12/2024 05:17 PM	Published	View
04/14/2024	Courtney Tyler	Courtney Tyler 04/02/2024 05:21 PM	Published	View

A Managers and Application Users will see the *Launch Time Clock* button on the Teamworx side menu. Team Members will not have this option.

(Continued)

Time Clock

How to Use

Clock In

Teamworx > Manager Console: Launch Time Clock

The screenshot shows the 'Time Clock' interface for location '304 - Portland'. It features a red-bordered input field labeled '1' with the placeholder text 'Enter POS ID' and a red-bordered orange button labeled '2' with the text 'Continue'.



The screenshot shows the 'Clock In' interface for location '304 - Portland'. It displays the employee's name 'Lisa Wang', position 'Cashier', and the clock in time '03:52 PM 04/30/2024'. A red-bordered orange button labeled '4' with the text 'Clock In' is at the bottom.

1 Enter your *POS ID*.



Manager Note: You can find an employee's POS ID from their Employee profile in Net-Chef. Look for the POS ID on the Location tab.

2 Select *Continue*.

3 You will see your:

- Name
- Position
- Clock in time and date

4 Choose *Clock In*. That's it!



Alert: You may need your manager to approve your time punch if you're running late, signing in early, or if you're not scheduled to work today.

(Continued)

Time Clock

How to Use (Continued)

Clock Out / Start Break

Teamworx > Manager Console: Launch Time Clock

The screenshot shows the 'Time Clock' interface for '304 - Portland'. It features the 'crunchtime TEAMWORX' logo. Below the logo, the text 'Time Clock' and '304 - Portland' are displayed. A red box labeled '1' highlights a text input field containing '2033'. Another red box labeled '2' highlights an orange 'Continue' button.

The screenshot shows the 'Clock Out / Start Break' interface for '304 - Portland'. It displays the user's name 'Lisa Wang' and title 'Cashier', along with the clock-in time '03:56 PM 04/30/2024'. A red box labeled '3' highlights two buttons: an orange 'Clock Out' button and a white 'Start Unpaid Break' button, separated by the word 'or'.

- 1 Enter your *POS ID*.
- 2 Select *Continue*.
- 3 Choose either *Start Unpaid Break* or *Clock Out*.



Tip: If you're going on break, don't forget to clock in again when you're back!

(Continued)

Time Clock

How to Use (Continued)

Manager Approval

In some cases, a manager will be required to approve employee time punches. This occurs when an employee tries to clock in on a day that they are not scheduled to work or if they attempt to navigate back to the *Manager Console*. Managers may also be required to approve early and/or late time punches, based on their company's settings.

Teamworx > Manager Console: Launch Time Clock

Clock In

304 - Portland

Needs Manager Approval
No Scheduled Shift

SK

Sara Krishna

FOH TRAINING [Switch Position](#) ✓

03:33 PM 07/02/2024

Manager's Credentials

- 1 Kim Possible
[Switch Manager](#)
- 2 Password or POS ID
- 3 Approve and Clock In

- 1 The required *Manager's Credentials* will default to the account used to launch the Time Clock window from Teamworx. If this isn't you, select *Switch Manager*.
- 2 Enter your *Password* or *POS ID*.
- 3 Select *Approve and Clock In* to complete the employee's time punch.

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Time Clock

How to Use (Continued)

Manager Approval – Unpaid Break Adherence

The Time Clock now automatically adheres to configured Labor Rules for unpaid meal breaks. Managers will be required to approve employees who clock back in before their break is complete. This enables them to control labor costs and ensure the company complies with the labor rules, while being flexible in managing their staffing needs.

Teamworx > Manager Console: Launch Time Clock

Return from Break
304 - Portland

A Insufficient break time. Manager approval required.

B Unpaid Break started at 10:26 AM 11/07/2025
Required break time 30 min. 3 min left.

AK
Amos Knight

Manager's Credentials
Justin Conant
[Switch Manager](#)

C Password or POS ID

Approve and Clock In

Stay on Break

- A** This alert indicates the break is too short and that approval is required.
- B** These details indicate when the break started, the expected duration, and how much break time remains.
- C** The manager can either approve the clock-in OR select *Stay on Break*.



Note: Teamworx is only enforcing the *duration* of the break, not the time it should start or end.



Time Clock

Shift Attestation

Overview

If configured by Corporate in Enterprise Manager, employees will need to answer one or more questions at the end of their shift, allowing them to attest to the completion of their work, confirm they took all breaks in accordance with regional laws, or provide other feedback on their shifts. Employees may also be presented one or more questions at the start of a shift, to confirm things like break waivers *before* their breaks occur.

Clock In/Out with Shift Attestation

- 1 After selecting “Continue” to clock in/out, one of the following messages will appear.

Clock In
San Pedro

RM
RYAN MILLS
Cook, Line
10:23 AM 05/01/2026

A **Clock In**

Clock Out / Start Break
San Pedro

RM
RYAN MILLS
Cook, Line
Clocked In at 10:23 AM 05/01/2026

B **Clock Out**

or

Start Unpaid Break

Depending on which process you're performing:

- A Select *Clock In* OR
- B Select *Clock Out*.



Note: The example on the following page will illustrate the **Clock Out** process.

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Time Clock

Shift Attestation (Continued)



2 Did you take your breaks in accordance with your schedule / state law?

☒ Yes, I took all my breaks

☐ No, I opted to skip one or more of my breaks

☐ No, I was prevented from taking all of my breaks

3 **Confirm and Clock Out**

crunchtime TEAMWORX

Clock Out / Start Break

📍 San Pedro

✓

You just clocked out!

RM

RYAN MILLS
Cook, Line
10:23 AM 05/01/2026

4 **Ok, got it!**

- 2** Select the desired answer to the Attestation Question.
- 3** Choose *Confirm and Clock Out*.
- 4** Complete the process by selecting *OK, got it!*



Time Clock

Employee Information

Overview

Teamworx will pull in key information from an Employee's profile in Net-Chef to use in the Time Clock feature. We recommend reviewing these settings for all employees prior to using the Time Clock to ensure everything is setup correctly.

Employee POS ID

Net-Chef > Labor: Employee Information: Edit: Locations

Employee Information

Name: Lisa Wang Primary Location: 304 - Portland

Employee Positions **Locations** Reviews Employee Checklist Employee Availability Paid Time Off Audit

Populate selected POS ID field with: Primary Location Employee Code Payroll ID Number

Location	City	State/Province	POS ID	Allocate Labor To	Changed for POS Export
304 - Portland	Portland	MAINE	2033	☐	☐

Time Clock

304 - Portland

2033

Continue

- A** The *POS ID* used to clock in and out is found on the Locations tab of the Employee Information page in Net-Chef.
- B** If this employee works at multiple places, verify the POS ID corresponds to the *Location* where they are working.



Tip: Make sure all employees know their POS ID before they need to clock in for their shift!

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Time Clock

Employee Information (Continued)

Employee Position

Net-Chef > Labor: Employee Information: Edit: Positions

Employee Information

Name: Lisa Wang Primary Location: 304 - Portland

Employee **Positions** Locations Reviews Employee Checklist Employee Availability Paid Time Off Audit

Primary ↑	Code	POS Code	Position	Skill Level	Rate	Alt Locations
☒	65	70	Cashier	Expert	15.00	☐
☐	94	94	Expo	Proficient	8.00	☐

Clock In

304 - Portland

LW

A Lisa Wang
Cashier [Switch Position](#) ▼
03:52 PM 04/30/2024

Clock In

A The *Position* determines which role will appear on the Time Clock screen. If the employee is assigned multiple Positions, they will have the option to *Switch Position* when clocking in.



Manager Note: An employee's position will be determined by one of the following:

- The position they're scheduled to work.
- Their primary position, if they are not scheduled to work today.

Kiosk Mode

Setup

Overview

“Kiosk Mode” is a simple way to make the Teamworx Time Clock feature more accessible from the tablet homescreen. Setting up Kiosk Mode can also help prevent team members from accidentally navigating to a different web page when trying to clock in.



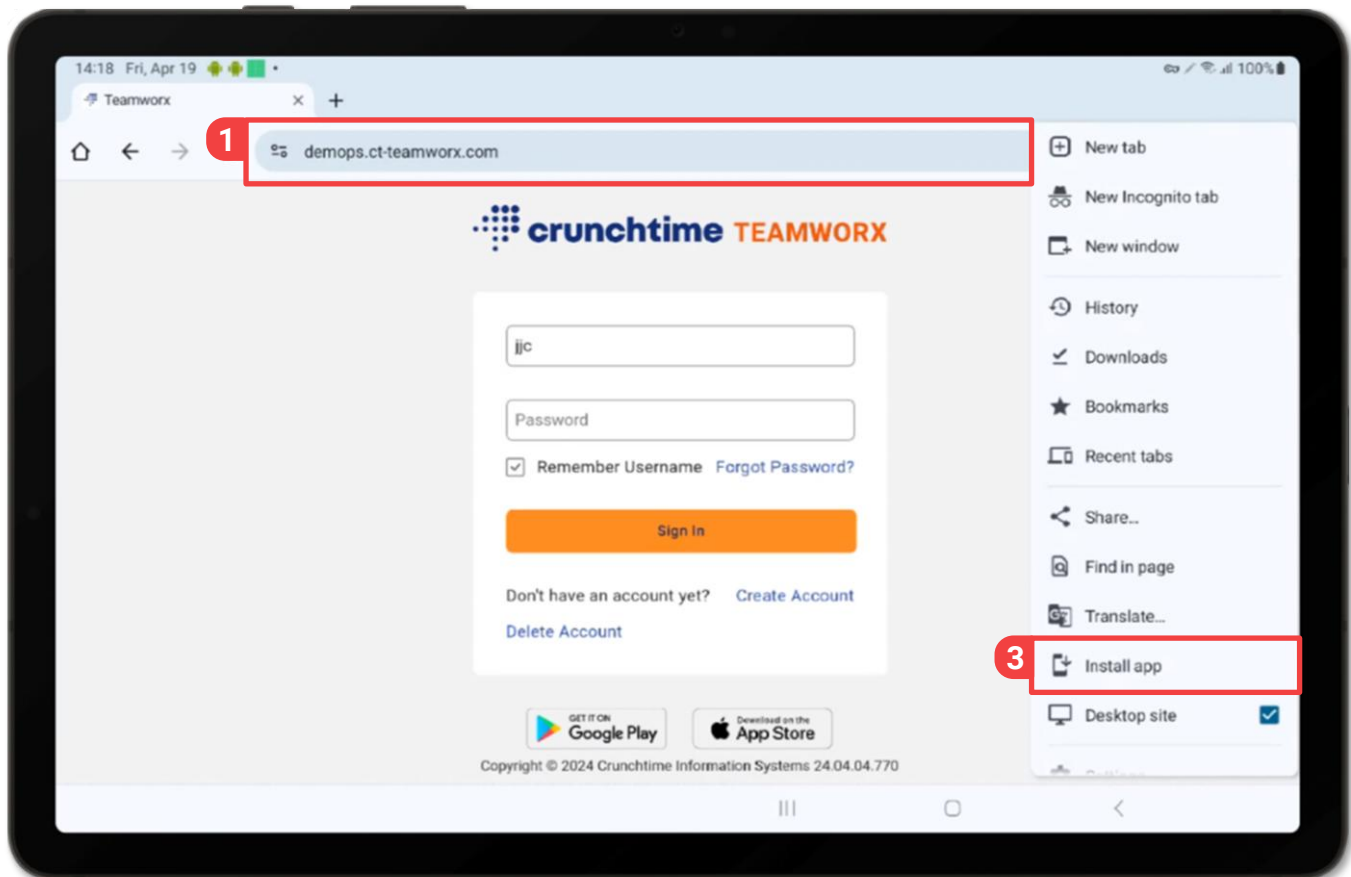
Note: “Kiosk Mode” is **NOT** the same as the Teamworx mobile app.

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Kiosk Mode

Setup (Continued)

Android / Chrome



- 1 Open your web browser and enter your *Teamworx URL*.
2. Tap the *Options* (three dots) button.
- 3 Choose *Install App*.

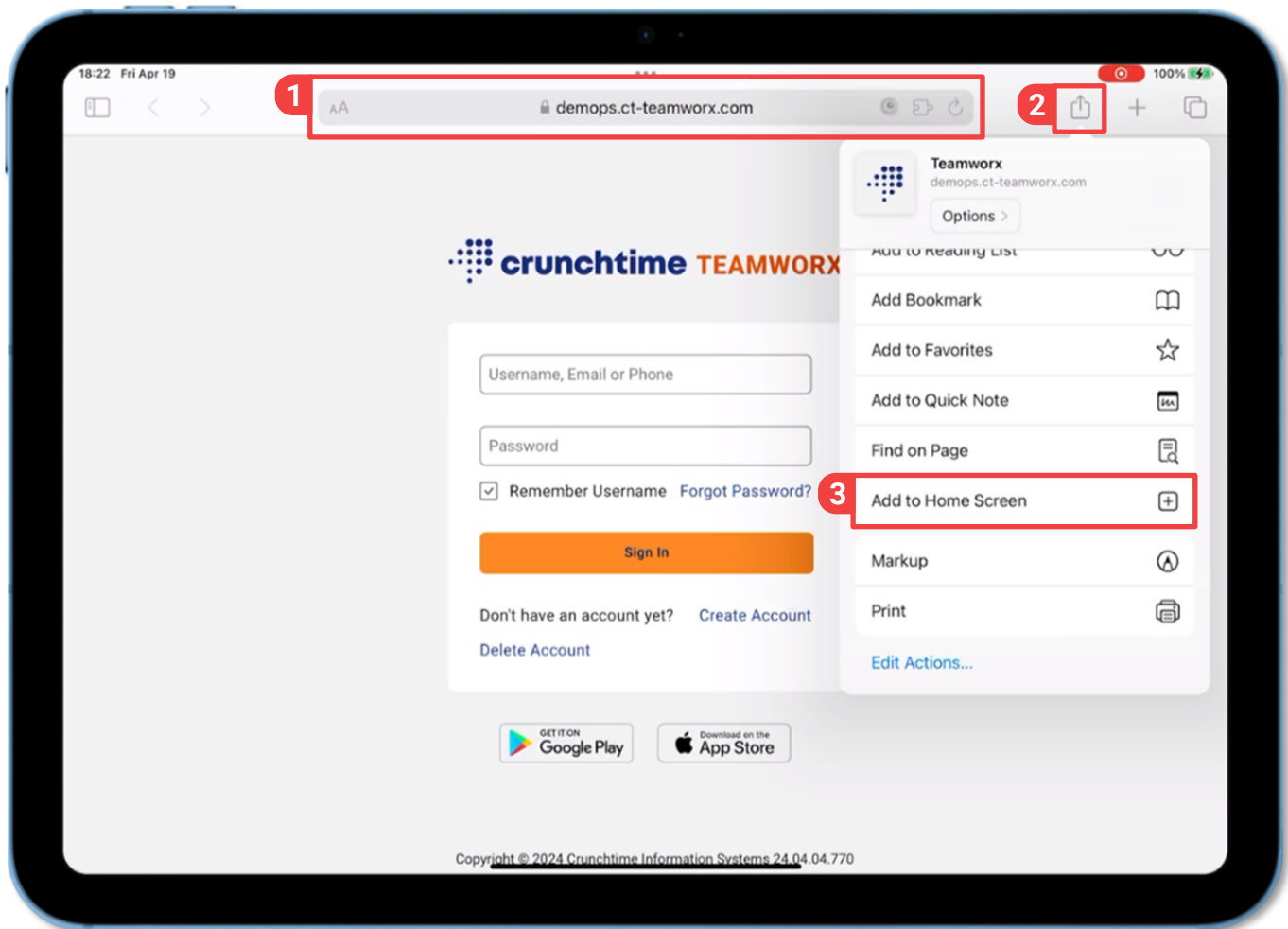
Teamworx may now be launched from the tablet homescreen. Managers will need to sign into the Teamworx Manager portal and select “Launch Time Clock” to prepare the tablet for time keeping.

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Kiosk Mode

Setup (Continued)

iOS / Safari



- 1 Navigate to your Teamworx URL in a browser
- 2 Select *Options*.
- 3 Choose *Add to Home Screen*.
4. Optionally, update the *Name* of the bookmark.

Teamworx may now be launched from the tablet homescreen. Managers will need to sign into the Teamworx Manager portal and select “Launch Time Clock” to prepare the tablet for time keeping.