

# Clock In/Out

## Summary

This tutorial guides you through clocking in and out in BuilderPal to track work hours accurately. Proper time tracking ensures precise payroll, project costing, and compliance, helping teams monitor productivity and manage budgets effectively.

## How-To Video

<https://www.youtube.com/embed/nhNK4og5jBI?si=JoKwkRQhc2355gj9>

## Prerequisites

- Log in to your BuilderPal account.
- Ensure you are assigned to at least one active project.
- For manual time entries, confirm your role permissions allow it (not restricted to Time Clock only).

## Steps

1. **Access the time tracking page** — Navigate to the **Clock In-Out** section in your menu.



2. **Select tracking details** — Choose a **Project**, **Cost Code**, and optionally an **Action** to log time against.



3. **Start or stop timing** — Click **Clock In** to begin, then **Clock Out** to pause or end the session.



4. **Enter manual time if allowed** — If not limited to clock-only mode, click **Set** to add a manual entry with details.



5. **Log time from an action** — Inside an action, click the **Add** dropdown in the top right, select **Time Entry**, and repeat the selection steps.



## Confirmation

Your time entry is recorded and visible in the timesheet, ready for review or approval.

## FAQ

### What if I forget to clock out?

BuilderPal may auto-pause sessions after inactivity, but check your timesheet to add or edit entries manually if permitted by your role.

### Why can't I select a Cost Code?

Cost Codes must be set up in your company settings first; refer to the [Create Cost Codes & Divisions](#) article for setup.

### Can I add time entries without clocking in real-time?

Yes, if your permissions allow manual entries via the **Set** button or from within actions.

### What does "Time Clock only user" mean?

It restricts users to live clocking without manual edits; see [Team Member Permissions](#) for role details.

### How do I associate time with a specific Action?

Optionally select an Action during clock-in to link hours directly to tasks for better project tracking.

## Related Articles

- [Use the Kiosk App](#)
- [Filter & Review Time Entries](#)
- [Time Report](#)
- [Payroll Report](#)
- [Use Supervisor Approval](#)
- [Create Cost Codes & Divisions](#)
- [Role Permissions Explained](#)

---

Revision #1

Created 16 November 2025 17:12:50 by Gabe

Updated 16 November 2025 17:13:00 by Gabe