

Clocking In & Out

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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/nhNK4oq5jBI?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.



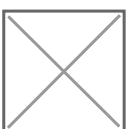
2. **Select tracking details** — Choose a **Project**, **Cost Code**, and optionally an **Action** to log time against.



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](#)

Use the Kiosk App

Summary

This tutorial guides you through using the BuilderPal Kiosk App, a Pro feature, to clock in and out, select projects and cost codes, and manage your security pin. It ensures accurate time tracking for teams on the jobsite, streamlining payroll and preventing errors. A BuilderPal Pro subscription is required to access this feature.

Prerequisites

- Have a BuilderPal account with a team member profile set up under a Pro subscription.
- Know your 4-digit security pin (set via your team member profile in the app).
- Access to a device with the Kiosk App enabled for your team.

Steps

1. **Open the Kiosk App and select your profile.** Launch the BuilderPal Kiosk App on your device and choose your profile from the list to begin.



2. **Enter your security pin to log in.** Input your 4-digit security pin, configured in your team member profile, to access the app.



3. **Clock in and select details.** Click **Clock In**, then select the project, cost code, and optionally an action to start tracking your time.



4. **Clock out to end your shift.** Log back in with your pin and click **Clock Out** to stop the timer and record your hours.



5. **Change your security pin if needed.** Select **Change Pin**, then enter a new 4-digit pin to secure your profile.



Confirmation

After clocking out, your time entry will appear in the time report under the selected project and cost code, confirming successful tracking.

FAQ

Q: What if my team doesn't have a Pro subscription?

A: The Kiosk App is exclusive to BuilderPal Pro. Upgrade at <https://www.builderpal.com/pro>.

Q: What if I forget my security pin?

A: Contact your team admin to reset it via your team member profile in BuilderPal.

Q: Can I clock in without selecting a project?

A: No, the Kiosk App requires a project selection for accurate time tracking.

Q: Does the Kiosk App work offline?

A: Yes, it records time locally and syncs when online, as per Pro time tracking features.

Q: Why don't I see the Clock In button?

A: Verify your pin and ensure your team's Pro subscription is active with Kiosk access enabled.

Related Articles

- [Clock In/Out](#)
- [Use Supervisor Approval](#)
- [Filter & Review Time Entries](#)
- [Time-tracking & Kiosk App Control Center](#)
- [Generate Time Report](#)

Upgrade to BuilderPal Pro for this feature → <https://www.builderpal.com/pro>

Setup the Kiosk App

Summary

This tutorial guides you through enabling and setting up the BuilderPal Kiosk App for shared device clock-ins at project sites. It streamlines timesheet tracking, ensures accurate hour logging for your crew, and boosts operational efficiency for admins and project managers.

How-To Video

https://www.youtube.com/embed/Fj-E_eexD_0?si=Bj58mOWyF3rSV6_X

Prerequisites

- Access to the Team Office in the main BuilderPal app.
- A shared device (tablet or phone) for the kiosk setup.
- Download the BuilderPal Kiosk app from the App Store (iOS) or Google Play (Android).
- BuilderPal Pro.

Steps

1. **Navigate to Timesheet Settings.** On the main BuilderPal app, go to the **Timesheet Settings** page inside your **Team Office**.



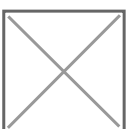
2. **Enable the Kiosk App.** Click **Enable Kiosk App** and download the BuilderPal Kiosk app from the App Store or Google Play.



3. **Manage Kiosk Admins.** Click **Manage** beside **Manage Kiosk Admins** to add admins that link to projects for crew clock-ins via the kiosk.



4. **Create a Kiosk Admin.** Click the + button in the top right corner, enter a name and password, then click **Save**.



5. **Assign Kiosk Admin to Project.** Add the Kiosk Admin to the project where the kiosk clock-in station will be set up.



6. **Set Up Login PINs.** Navigate to the **Team Members** page in the main BuilderPal app inside **Team Office**, and set 4-digit login PINs in the team member profiles for kiosk access.



7. **Sign In to Kiosk Admin Account.** Switch to the BuilderPal Kiosk App and sign in to the Kiosk Admin account on the shared device for crew clock-ins.



Confirmation

The kiosk admin account should be signed in on the shared device, ready for crew members to clock in using their 4-digit PINs.

FAQ

What devices are compatible with the Kiosk App?

The app supports iOS devices via the App Store and Android devices via Google Play, ideal for shared tablets or phones at project sites.

Can one Kiosk Admin be assigned to multiple projects?

Yes, you can link the same Kiosk Admin to several projects for flexible clock-in setups across sites.

How do I change a Kiosk Admin's password?

Go back to the **Manage Kiosk Admins** section, select the admin, edit the password, and click **Save**.

Is a password required when creating a Kiosk Admin?

Yes, both a name and password are mandatory for secure access to the admin account.

What if a team member forgets their PIN?

Admins can reset the 4-digit PIN in the team member's profile on the **Team Members** page in **Team Office**.

Related Articles

- Managing Timesheets
- Adding Team Members to Projects
- Setting Up Team Office
- Clocking In with the Kiosk App
- Upgrading to BuilderPal Pro

Upgrade to BuilderPal Pro for this feature → <https://www.builderpal.com/pro>