

Require Clock In/Out

Summary

This tutorial guides you through enabling the Require Clock In/Out feature in BuilderPal Pro, ensuring team members use live clock-ins and clock-outs for accurate time tracking. It matters because it minimizes errors from manual entries, improves payroll precision, and reduces guesswork in time reporting.

How-To Video

<https://www.youtube.com/embed/D7bDjRhPMhQ?si=H5ljUjh36UqK7UPu>

Prerequisites

- BuilderPal Pro subscription. [Upgrade to BuilderPal Pro](#)
- Access to team settings (typically Admin, Team Project Manager, or similar roles).

Steps

1. **Navigate to team settings and select the feature.** Go to the team settings in BuilderPal Pro and choose "Require Clock In & Out" to enforce live tracking.
2. **Enable for selected team members.** Turn on the option for specific team members to prevent manual hour entries.
3. **Turn on in permissions.** In the permissions section, activate the feature so the team must use the live clock-in timer.
4. **Verify on mobile.** Check the mobile view to confirm the enabled mode, which reduces guesswork and ensures no post-shift manual additions for accurate payroll.

Confirmation

Once enabled, team members will see the live clock-in requirement on their mobile app, preventing manual time additions and displaying the timer for real-time tracking.

FAQ

Q: What does Require Clock In/Out do exactly?

A: It forces team members to clock in and out in real-time using the app's timer, blocking any manual entry of hours after the fact.

Q: Can I apply this to only some team members?

A: Yes, you can select specific team members in the settings to enable this feature for them.

Q: Why can't I find this feature?

A: This is a Pro feature; ensure you have upgraded to BuilderPal Pro. If still unavailable, check your role permissions.

Q: How does this affect payroll?

A: It leads to more accurate time records, reducing overestimations or inaccuracies in hours worked, resulting in cleaner payroll processing.

Q: Can I disable it later?

A: Yes, return to team settings and permissions to turn off the feature for all or selected members.

Related Articles

- [Clock In/Out](#)
- [Approve Time](#)
- [Use Supervisor Approval](#)
- [Filter & Review Time Entries](#)
- [Time Tracking Overview](#)

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