

Time Locking

Summary

Enable Time Locking in BuilderPal Pro to prevent edits to time entries after a specified cutoff period, ensuring payroll accuracy and protecting reports from last-minute changes.

How-To Video

<https://www.youtube.com/embed/OS-CpU3uBj0?si=K6ykXz37h829xGin>

Prerequisites

- BuilderPal Pro subscription. [Upgrade to BuilderPal Pro](#)
- Admin or Finance Manager access.

Steps

1. **Navigate to the Time Tab to view editable time entries.** — Before enabling Time Locking, review your current time entries which can be edited freely.
2. **Go to Core Settings.** — Access the Core Settings from the main menu to configure company-wide options.
3. **Turn on Time Lock and set the lock period.** — Locate the Time Lock option, toggle it on, and enter your desired lock period, such as 48 hours.
4. **Verify locked entries in the app.** — After the cutoff period passes, time entries will be locked and cannot be changed, visible in both web and mobile views.

Confirmation

Time entries older than your set lock period will appear locked, preventing any further edits to maintain payroll integrity.

FAQ

What is Time Locking?

Time Locking is a Pro feature that automatically locks time entries after a specified period to prevent edits and ensure accurate payroll processing.

How do I enable Time Locking?

Go to Core Settings, toggle Time Lock on, and set your preferred lock period (e.g., 48 hours).

Can I edit time entries after they are locked?

No, once locked, entries cannot be changed to protect payroll from alterations.

Does Time Locking apply to all users?

Yes, it applies company-wide to all time entries after the cutoff.

What if I need to adjust the lock period later?

You can return to Core Settings at any time to update the lock period.

Related Articles

- [Clock In/Out](#)
- [Approve Time](#)
- [Use the Kiosk App](#)
- [Time Approval](#)
- [Filter & Review Time Entries](#)

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