

# Clocking Into SpotOn Teamwork Using Quick Pin

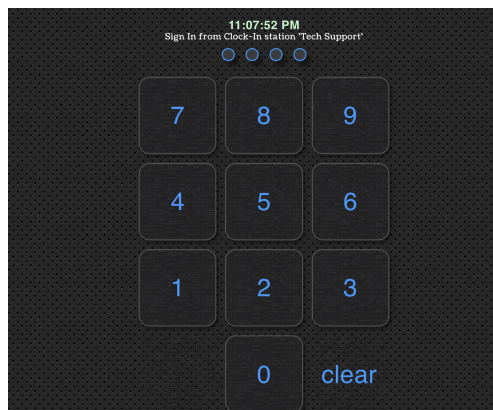
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Launch SpotOn Teamwork App

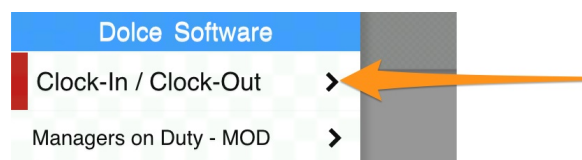
NOTE: If the device has not been setup for clock-in, see:

<https://support.dolceclock.com/help/setting-clock-in-devices>

Type In 4 or 6 digit PIN (provided by employer)



From the Left Menu > Clock-In / Clock-Out



## Clock-In

1. If you are scheduled for a shift, the app will show expected Time / Location / Role.  
Select **Begin Shift**

Fabian Cancellara @ Robins Test Custom Cars

You are not clocked in.  
4.60 hrs worked in current pay period

**Begin Shift**  
as Fabian Cancellara

→ ☒ 10:00pm - 2:00am as **Bartender @ Cafe Downtown**

☐ Unscheduled

Sign Out

If you are clocking in for a DIFFERENT or UNSCHEDULED shift, select **Unschedule**, and choose **Location / Role**

Fabian Cancellara @ Robins Test Custom Cars

You are not clocked in.  
4.60 hrs worked in current pay period

**Begin Shift**  
as Fabian Cancellara

☐ 10:00pm - 2:00am as **Bartender @ Cafe Downtown**

→ ☒ **Unscheduled**

Choose a Schedule  
@ **Cafe Downtown**

Roles: **Bartender (Q)** ▼

b. If your company requires authorization for an early or unscheduled clock-in, a manager must approve before proceeding.

You have 16 more minutes until your scheduled Clock-In is allowed.  
Fill in a reason and get your manager's approval to Clock-In

**This Time Punch Requires Manager Approval**

Select a Manager ▼

Reason or Notes

**Cancel** **Proceed**

## Taking a Break

1. Use the Go On Break button

Fabian Cancellara @ Robins Test Custom Cars

You clocked in at 6:00pm ( 3.7 Hours )  
3.71 hrs worked in current pay period

Go On Break  
Unpaid

End Shift  
as Fabian Cancellara

Sign Out

2. Ending Break: Select **End Your Break**

NOTE: If you are required to take a specified break length, the system will prevent ending the break early

Fabian Cancellara @ Robins Test Custom Cars

You clocked in at 6:00pm ( 3.3 Hours )  
( Break started @ 9:20pm currently 00:25 taken of required 30 mins )  
3.76 hrs worked in current pay period

End Your Break  
Unpaid

End Shift  
as Fabian Cancellara

Sign Out

## Clock-Out (End Shift)

1. Select **End Shift**

End Shift  
as Fabian Cancellara

a. If your company requires your time punch to be Validated

- Review Time Punch and Break
- If correct, select **My Time Punch is Correct**
- If incorrect, Type Correction Notes and **Submit Correction**
- If you claim a labor violation, you may be prompted to have a manager sign-off

The screenshot shows a 'Time Punch Verification' dialog box. It contains the following information:

Shift Start	Shift End	
6:00pm	10:34pm	4.6 hrs

Break Start	Break End	
9:20pm	10:33pm	74 min

Location: Cafe Downtown  
Role: Bartender

☒ One (1) paid 10 min rest break was made available.

Buttons: **My Time Punch is Correct** and **Submit Correction**

Text input field: Type Correction Notes Here

Three orange arrows point to the checkbox, the 'My Time Punch is Correct' button, and the 'Submit Correction' button respectively.