

# On-Site Time Clock Overview

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## What is the On-Site Time Clock App?

TempWorks™ On-Site Time Clock App allows you to use just about any tablet or phone device as a time clock for your employees to punch in and out from. This process uses our Buzz software for punching and our WebCenter platform for reviewing and approving time.

**\*Note\*** The On-Site Time Clock application requires Beyond access to function. Please contact your TempWorks Account Manager for more information.

The On-Site Time Clock application is a licensed feature within Buzz. If you would like to utilize this feature, please reach out to your TempWorks Account Manager.

Before you can use the On-Site Time Clock App, you must first set it up. Check out the following articles for setup information:

- [How to Setup the On-Site Time Clock App](#)
- [On-Site Time Clock Configuration Options](#)

## How Does the On-Site Time Clock App Work?



Employees punch in and out on the On-Site Time Clock App



Customer Supervisor reviews and approves the Time Clock Punches in Web Center.




Approved time will be available to be pulled into a proofing session and processed in Enterprise.

**Step 1:** The employee punches in and out on the On-Site Time Clock App (for instructions, check out [Employee: Using the On-Site Time Clock App](#))

**Step 2:** The customer supervisor reviews, edits (as necessary), and approves Time Clock Punches in WebCenter (check out [Customer: Timeclock Punch Approval](#))

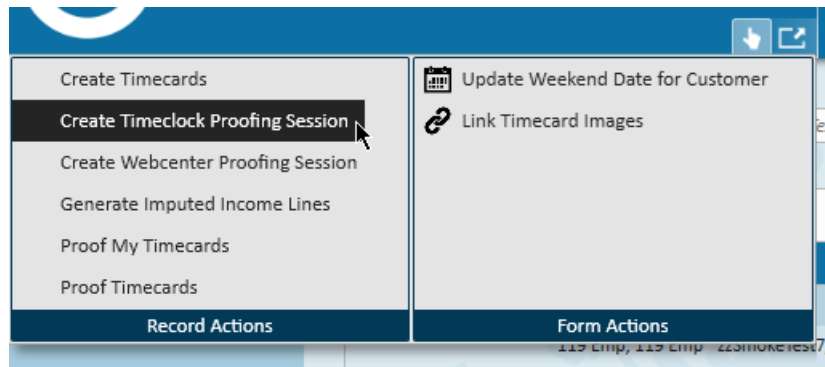
**Step 3:** Approved time can be pulled into a "Time Clock Proofing Session" in Enterprise and processed with all other transactions:

***Before you Proof:***

- Time Clock punches must first be approved before they are seen and able to be put into a proofing session in Enterprise.
- Time Clock Timecards will be shown with a  icon in Time Entry once they have been approved in WebCenter.

**To Create a Time Clock Proofing Session:**

1. In Enterprise Time Entry, navigate to the actions menu and select "Create Timeclock Proofing Session":



2. Select Proof Timecards and select the newly created time clock proofing session & process timecards as normal

## Related Articles