homebase

THE 3-STEP INSTALL

Time Clock by Homebase on Clover

1. Enter employees into Clover Employees app

☐ FULL NAME
TIP: Be sure to get this right, Clover only gives you one chance to enter a name.

☐ PIN
Homebase imports Clover PINs
TIP: Make it memorable but secure. An easy manager's PIN like 111111 effectively means everyone is a manager.

☐ ROLE
Homebase imports Clover roles
Clover Admin or Manager ➜ Homebase Manager
Any other role ➜ Homebase Employee

2. Install Time Clock by Homebase

☐ Install Time Clock by Homebase from the Clover App Market on the Station

☐ Tap the purple Time Clock by Homebase icon on the Station home screen

☐ Set the Owner password
TIP: This password is used for web sign in or the Access Dashboard button in the app

3. Use the Homebase Time Clock

☐ Enter Employee PIN
TIP: Employees use their Clover PIN

☐ Select Shift
TIP: Only Select Unscheduled Shift if you haven't published a schedule yet or if you've called an employee in for an unplanned shift.

☐ Repeat for clock in and out and for taking and returning from breaks

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5 Steps to Get the Most Out of Homebase

Sign in at app.joinhomebase.com
Sign in with the email address tied to your Clover account
and the password you set when you first opened Homebase

Import Employees

Adding employees to Clover's Employees app then importing them to Homebase ensures their sales will be trackable and save you the hassle of entering their information twice.

HOW TO Add employees to Clover Employees app, then from your web browser visit app. joinhomebase.com, click Team, then click Clover Import.

Add Wage Rate

Adding a wage rate for each employee unlocks labor forecasting, wage calculations, labor cost as a percentage of sales and reporting that help you manage your staff.

HOW TO From your web browser: Click Team, click the gear icon in the upper right corner of the employee's card, enter their wage rate.

Add Email Address

Adding an email address allows employees to receive their schedule via email, receive Team Message emails from managers, and use our free iOS and Android mobile apps.

HOW TO From your web browser: Click Team, click the gear icon in the upper right corner of the employee's card, enter their email address.

Add Mobile Phone

Adding a mobile phone number allows employees to receive their schedule and shift reminders via text message.

HOW TO From your web browser: Click Team, click the gear icon in the upper right corner of the employee's card, enter their mobile phone.

Payroll Export

Homebase will export your Timesheet data in payroll-ready CSV format, ready to open in any spreadsheet software or upload to your payroll provider.

HOW TO From your web browser: Click Timesheets, click Export, choose the format that fits your needs, it will download.

More Questions

From your web browser: Click the Help icon to access our guides and videos or contact a product specialist at help@joinhomebase.com or call (415) 951-3830.