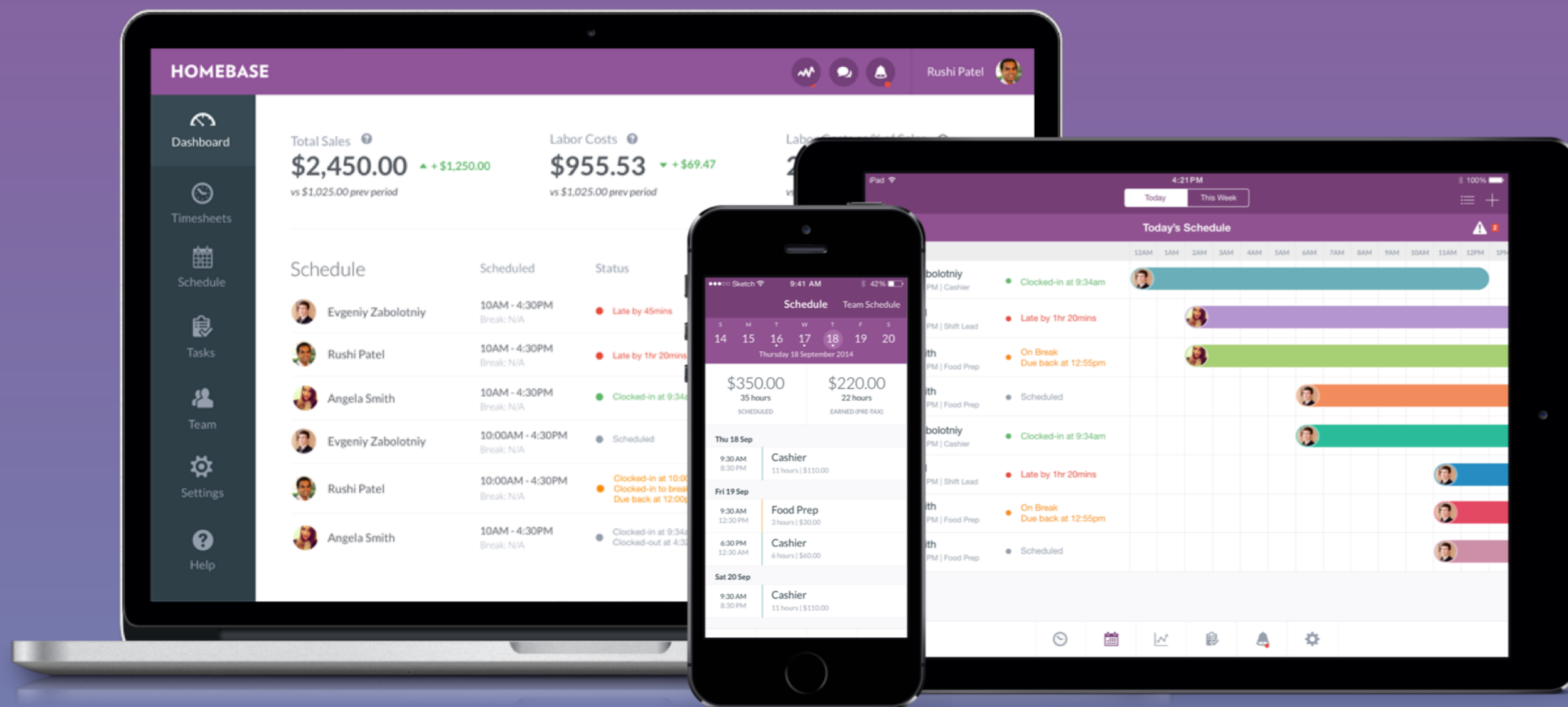


## REFERENCE GUIDE

# Let's Get Started



Available free in the Clover App Market

# HOMEBASE

## TIME CLOCK

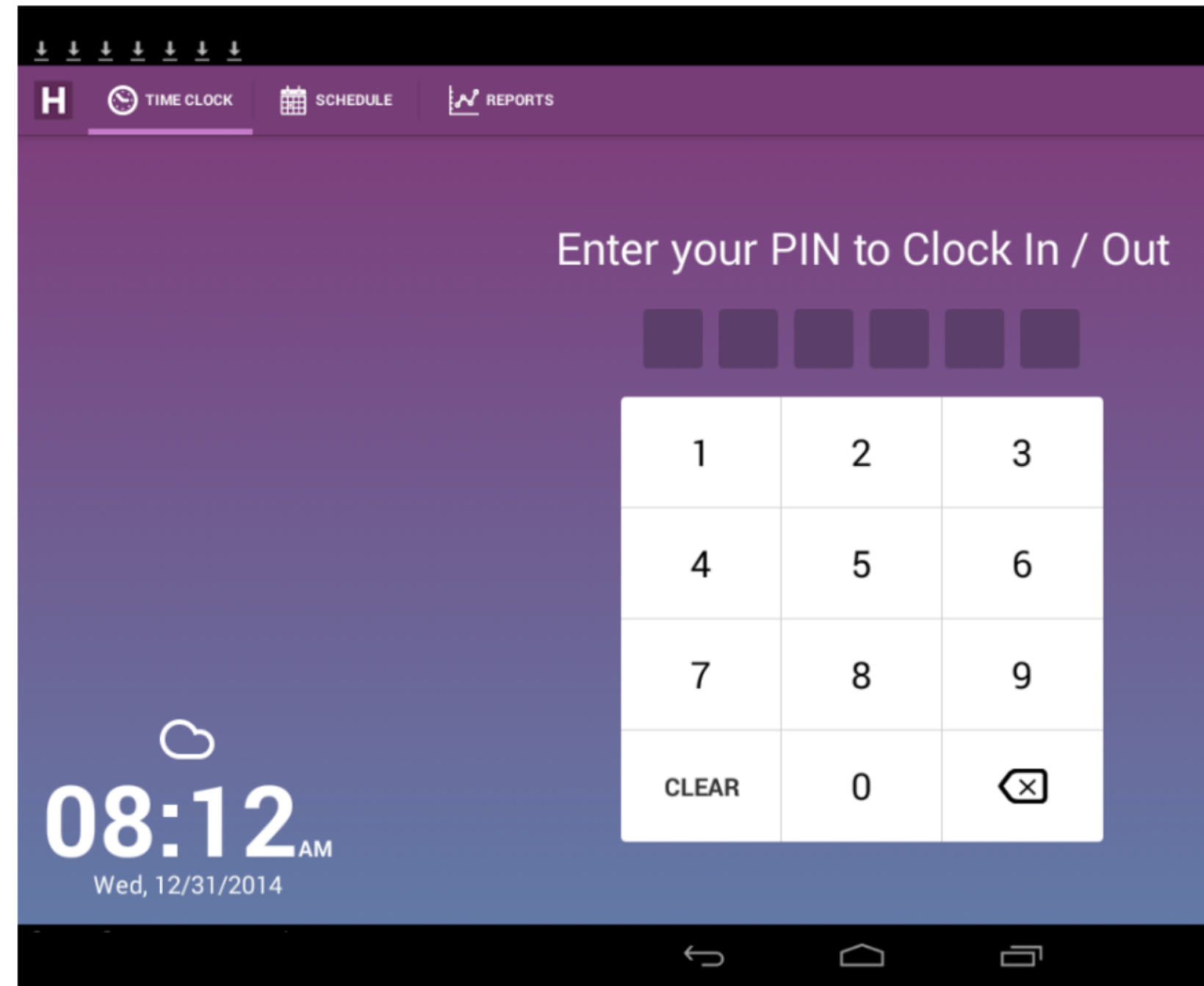
# Time Clock - Overview

To accurately record your employees hours & run payroll, you need to use the Homebase **Time Clock**.

Your staff can clock in and out of shifts and breaks using their PINs on the Clover Station.

Time clock data is stored under the **Timesheets** tab of your Dashboard.

If you are not at your store, you can see the clock-in status of your staff from your Dashboard by visiting [app.joinhomebase.com](http://app.joinhomebase.com) from any web browser.



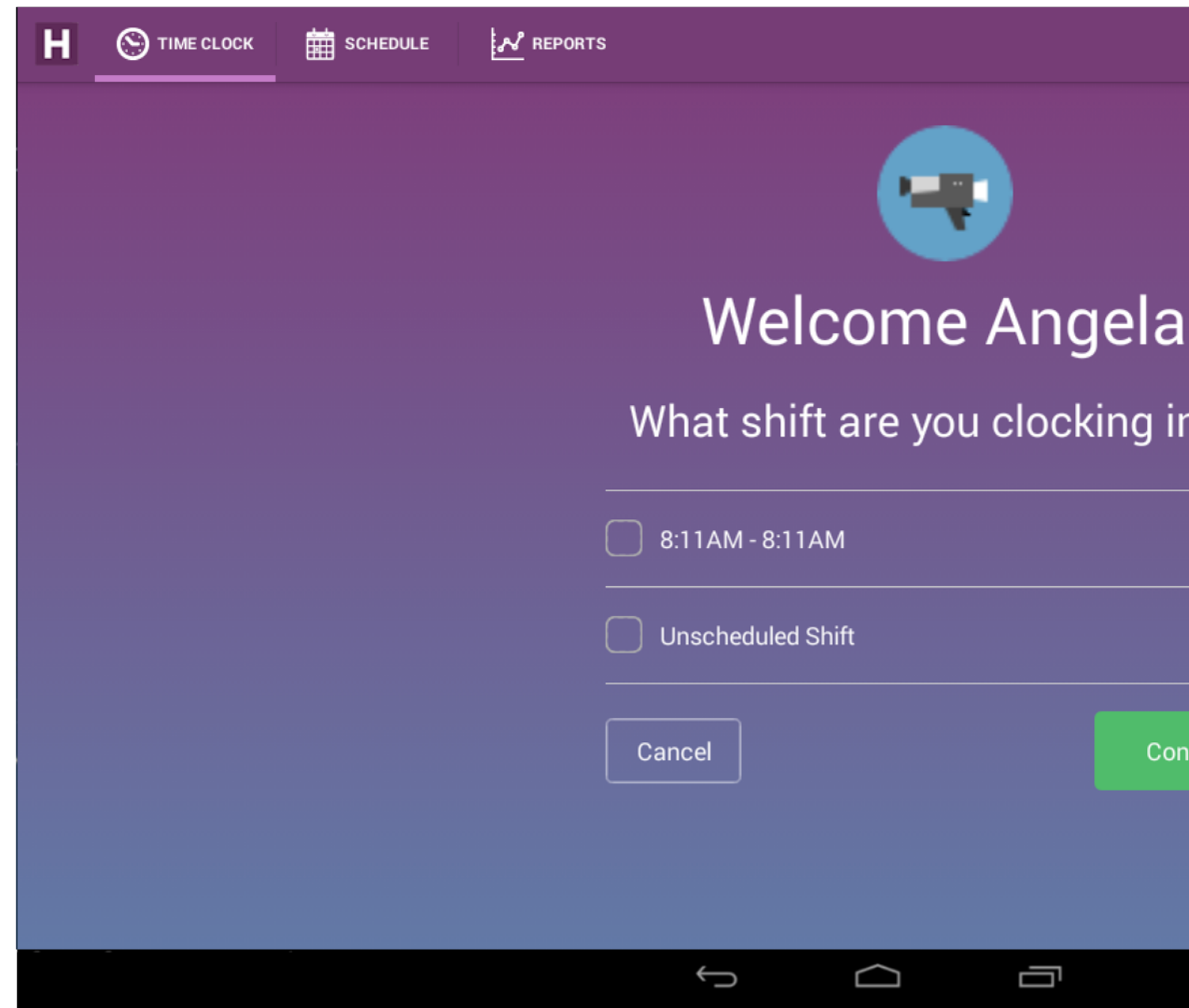
## TIME CLOCK

# Using the Time Clock

1. To **clock-in**, enter your PIN.
2. Select the shift you want to clock into and **confirm**. You're now clocked in!
3. If an employee wasn't scheduled, they can select **Unscheduled Shift** to start recording their time.
4. Once clocked-in, employees can start and end **breaks** by entering their PIN again.
5. To **clock-out**, enter your PIN and select 'Clock out of my shift' & Confirm.

## TIPS

- If you call someone in early, but they're scheduled, have them clock-in to their scheduled shift.
- Want to collect employee cash tip declarations or shift feedback at clock-out? These can be turned on under the Settings tab from your Dashboard.



## SCHEDULE

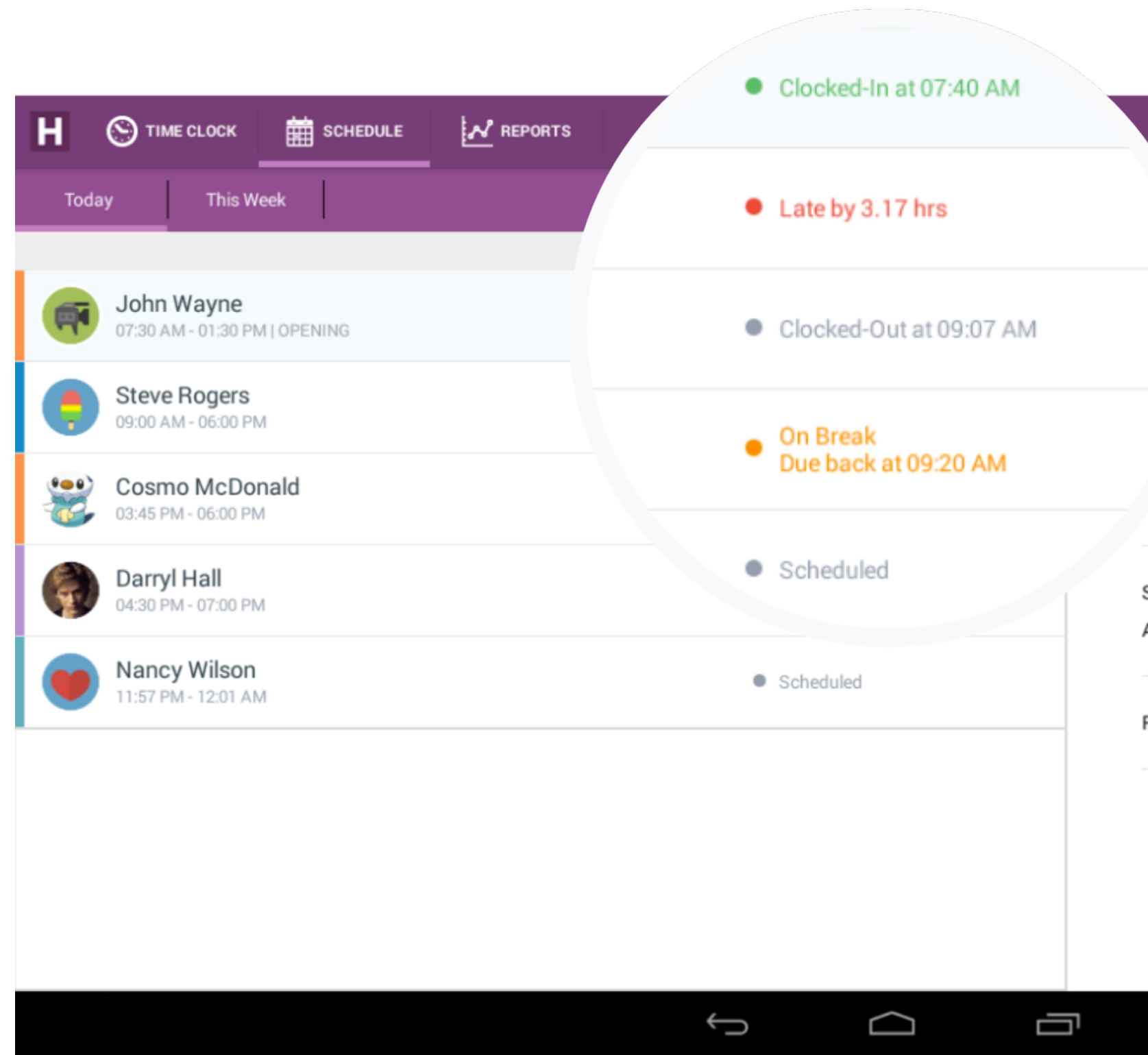
# Schedule - Overview

The schedule tab on your Clover Station reflects the schedule you have built and published from your Dashboard online.

There are two accessible Schedule views - **Today & This Week**:

The **Today** view features shifts that are scheduled today & the real-time status of any employee.

The **This Week** view displays the team schedule for the week on the Clover Station and is read-only. You must sign in to your Dashboard to make any changes to the schedule.



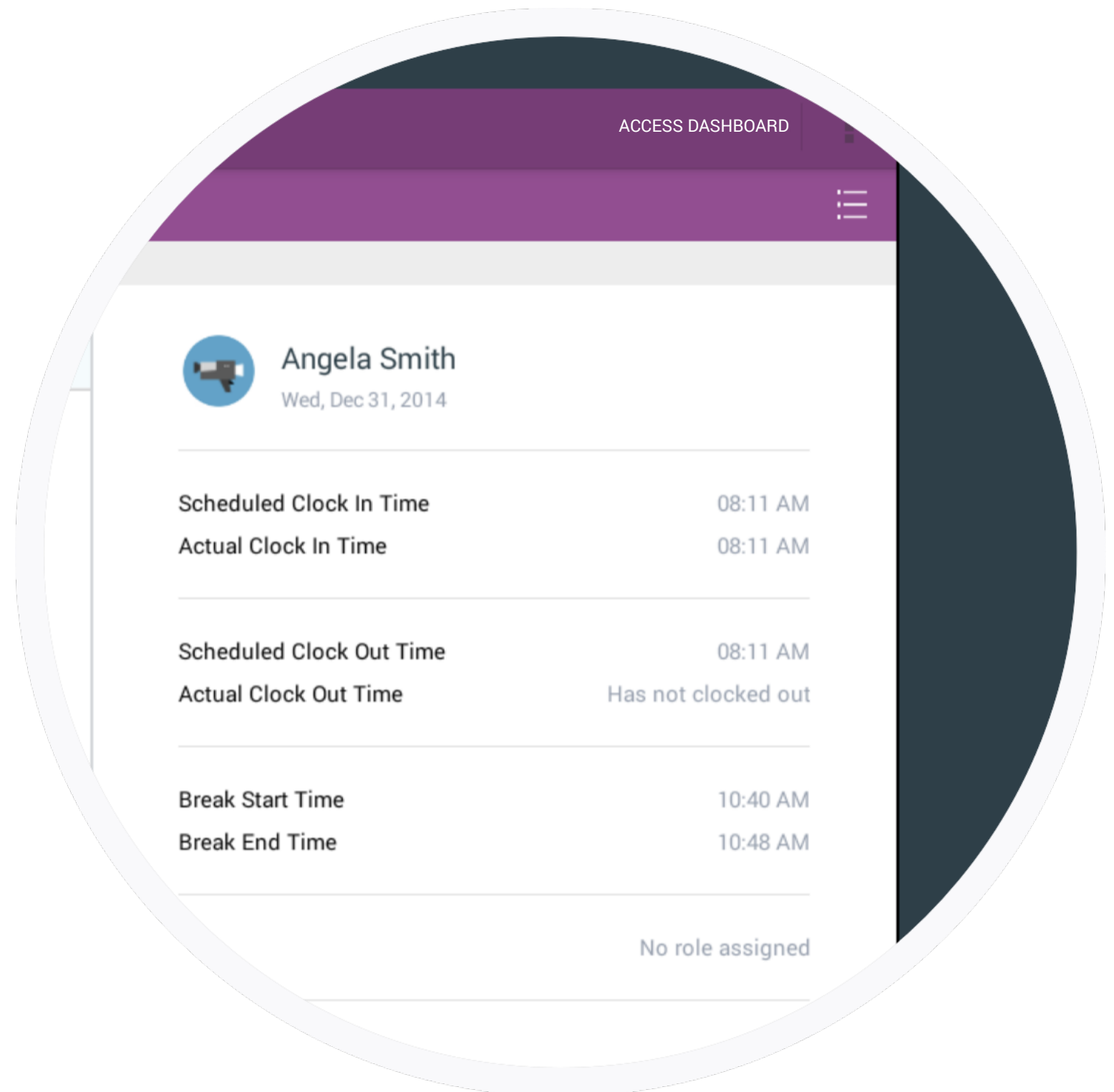
## SCHEDULE

# Schedule

The **Today** tab shows who is clocked-in, on a break or scheduled to clock in later that day.

Tap the **list** icon in the top right-hand corner to toggle between a graphical view of today's schedule or your employees' detailed shift information.

The detailed shift view allows you to **view and edit** an individual employee's scheduled clock-in times, actual clock-in times and their break start/end times.



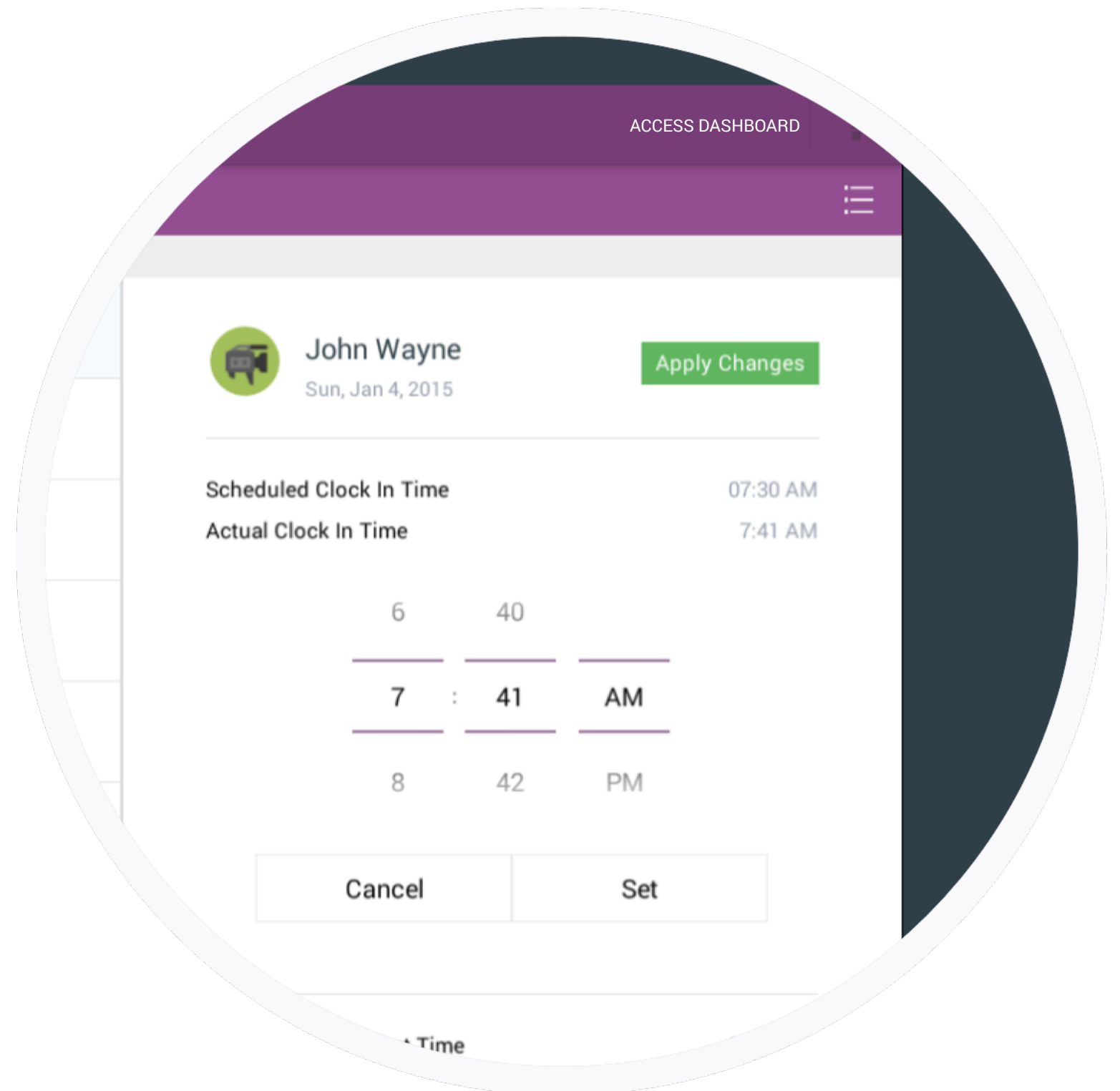
## SCHEDULE

# Overriding Clock-In/Out Times

1. To edit a clock-in time, tap the **Actual Clock In Time** label.
2. Using the timepicker, change the time to the correct clock-in time.
3. Select **Set**.
4. Tap the green **Apply Changes** button.
5. Enter your Manager PIN to finalize your changes.
6. To change the clock-out time, simply select the **Actual Clock Out Time** label and repeat the above.

## TIPS

- Maintain the security of your Manager PIN to prevent unauthorized time clock changes!



## REPORTS

# Reports - Overview

The Reports tab on your Clover Station allows Managers to view sales and labor reports for your location as well as shift reports for individual employees.

Shift reports include employees' clock in/out times, break times and shift duration. They also include sales & tips generated during the shift, as well as cash settlement for businesses that use server banking.

The screenshot displays the 'REPORTS' tab in the Clover app. The top navigation bar includes 'H', 'TIME CLOCK', 'SCHEDULE', 'REPORTS', and 'TASKS'. The main content is divided into two sections. On the left, a list of shifts is shown under the heading 'REPORT FOR LOCATION'. Each shift entry includes an icon, the date and time range, and the employee's name. On the right, a 'Daily Report for Coffee & Co.' is displayed. This report includes a summary table with columns for Sales, Labor, Wages, and Tips. Below this is a 'Quick Summary' section with rows for Labor, Breaks, Sales, and Tips, each with sub-rows for PAID HRS and UNPAID HRS. A note at the top right of the report states: '\*This feature is in beta. Timesheet of record can be found online at <http://app.joinhomeb>'.

Sales	Labor	Wages	Tips
\$0.00	8.67 HRS	\$145.40	\$0.00

Quick Summary	
Labor	PAID HRS WAGES
Breaks	PAID HRS UNPAID HRS
Sales	CASH CREDIT OTHER TOTAL
Tips	CASH

## REPORTS

# Shift Reports - Print

1. To print a shift report, choose the employee from the dropdown menu on the left-hand panel.
2. Tap the specific report that you would like to print.
3. Within the report, tap the blue **Print Report** button on the right-hand side.
4. The report will now print via the receipt printer.

## TIPS

- For businesses that use Server Banking, cash settlement will be displayed at the bottom of each shift report.

	Duration	Labor
\$0.00	0.00	\$0.00

**Shift Report for John Wayne**

Clocked In: Jan 4, 2015 7:40 AM  
Clocked Out: hasn't clocked out yet  
Duration: 3:09

**Sales**

Sales Amount: N/A  
Refunds Amount: N/A  
Credits Amount: N/A

**Tips**

Credit Tips: N/A  
Cash Tips: \$0.00



## YOUR DASHBOARD

# Dashboard - Overview

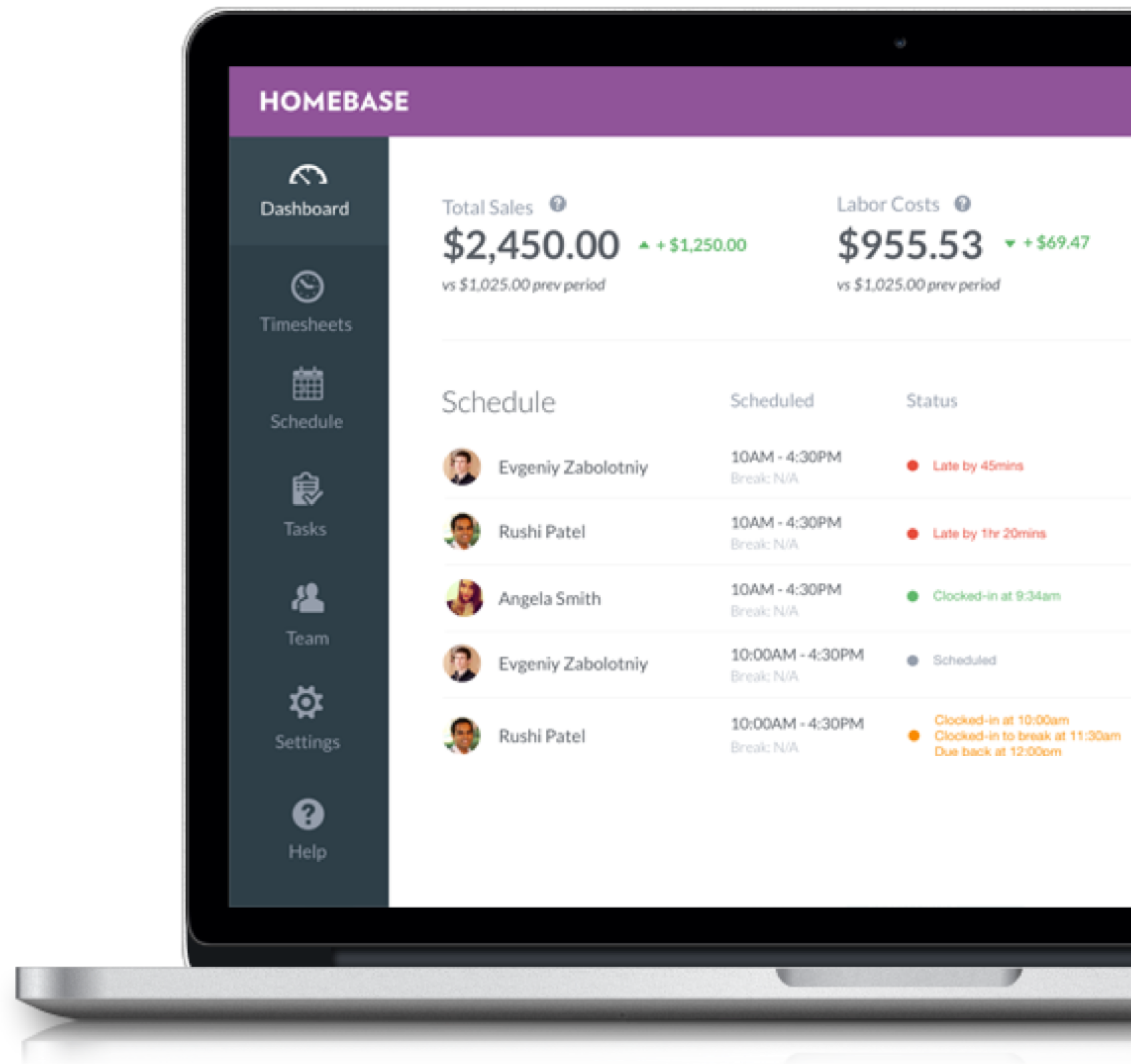
While you use Homebase on your Clover Station primarily for clocking-in and out, each staff member can log in to their own personal Homebase **Dashboard** via any web browser at [app.joinhomebase.com](http://app.joinhomebase.com).

For **Managers**, the Dashboard is where you can:

- View employee's real-time status
- Access timesheets
- Build and publish schedules
- Analyze business reports
- Manage your employee list
- Update settings and

For **Employees**, the Dashboard is where they can:

- View their schedule
- Request time-off & trade shifts
- Update their availability



## YOUR DASHBOARD

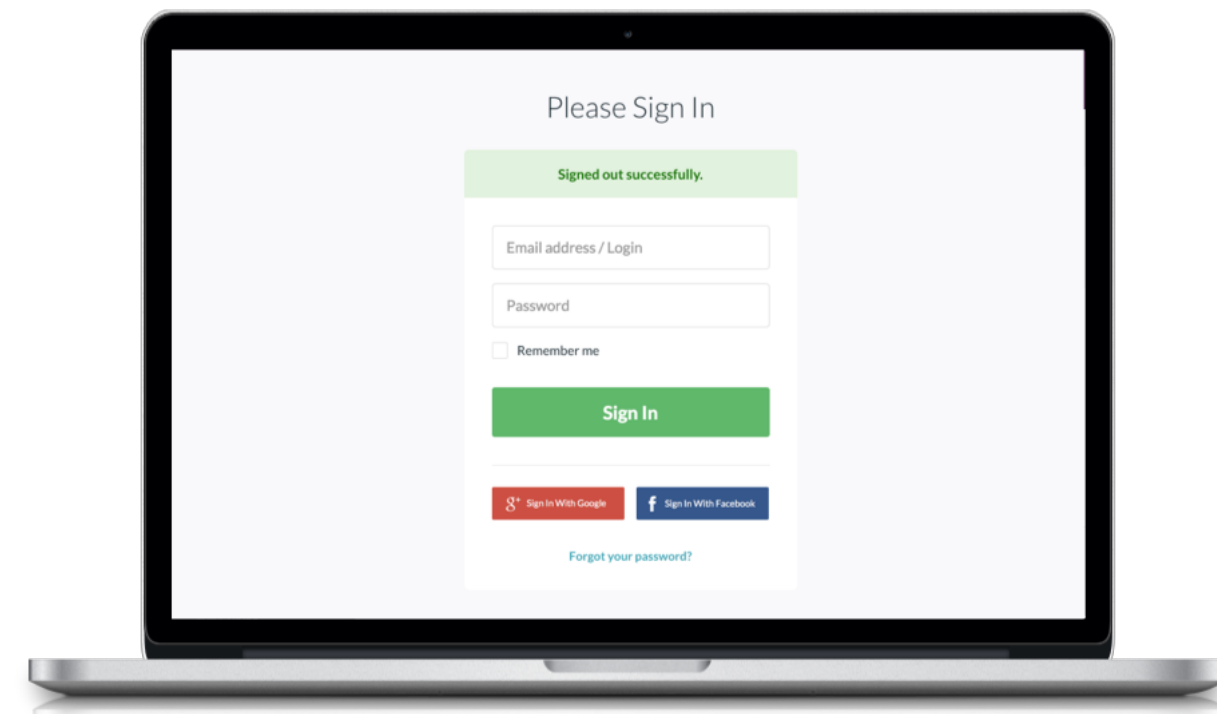
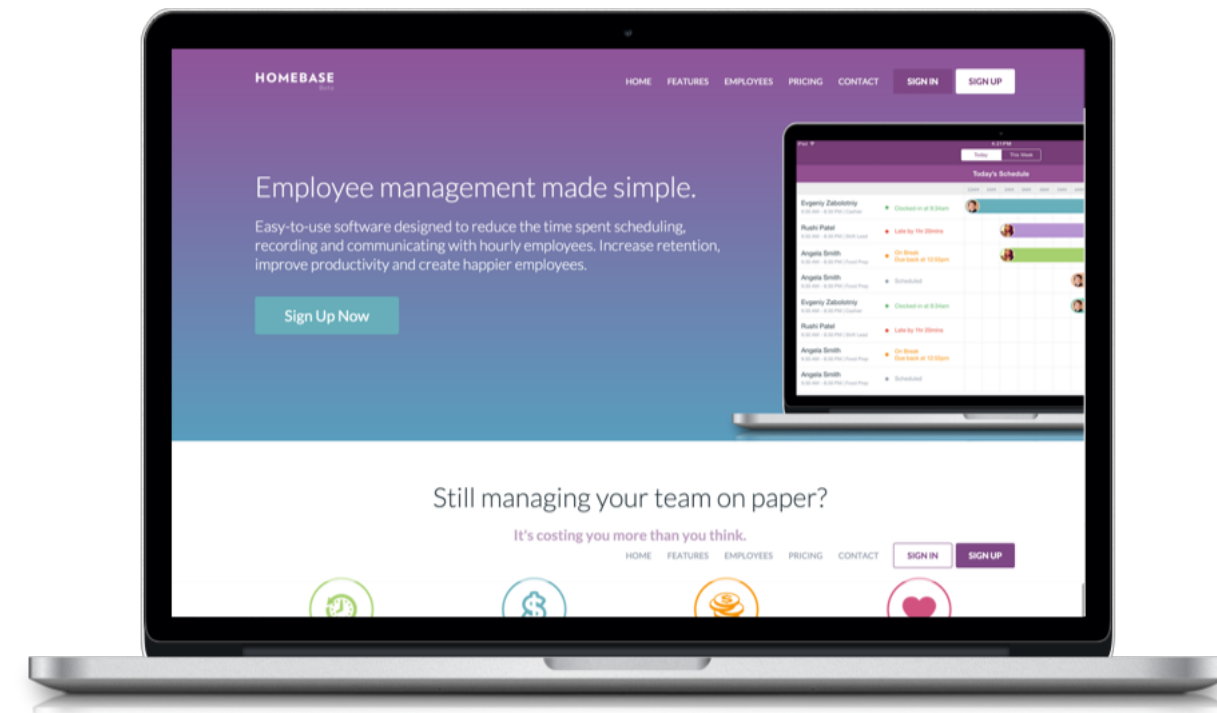
# Access your Dashboard

### Via the Clover Station:

1. Within the Homebase app, tap the **Access Dashboard** button in the top right-hand corner.
2. Enter your email address & password that you created when installing the app on your Clover Station.

### Via a web browser:

1. Sign in to your account at [app.joinhomebase.com](https://app.joinhomebase.com)
2. Enter your email address & password that you created when installing the app on your Clover Station.



# Contact Us

If you need any help, please contact us.



PHONE

(415) 951-3830



HELP DESK

[help@joinhomebase.com](mailto:help@joinhomebase.com)

**HOMEBASE**