

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 11111 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