

Clock In / Clock Out

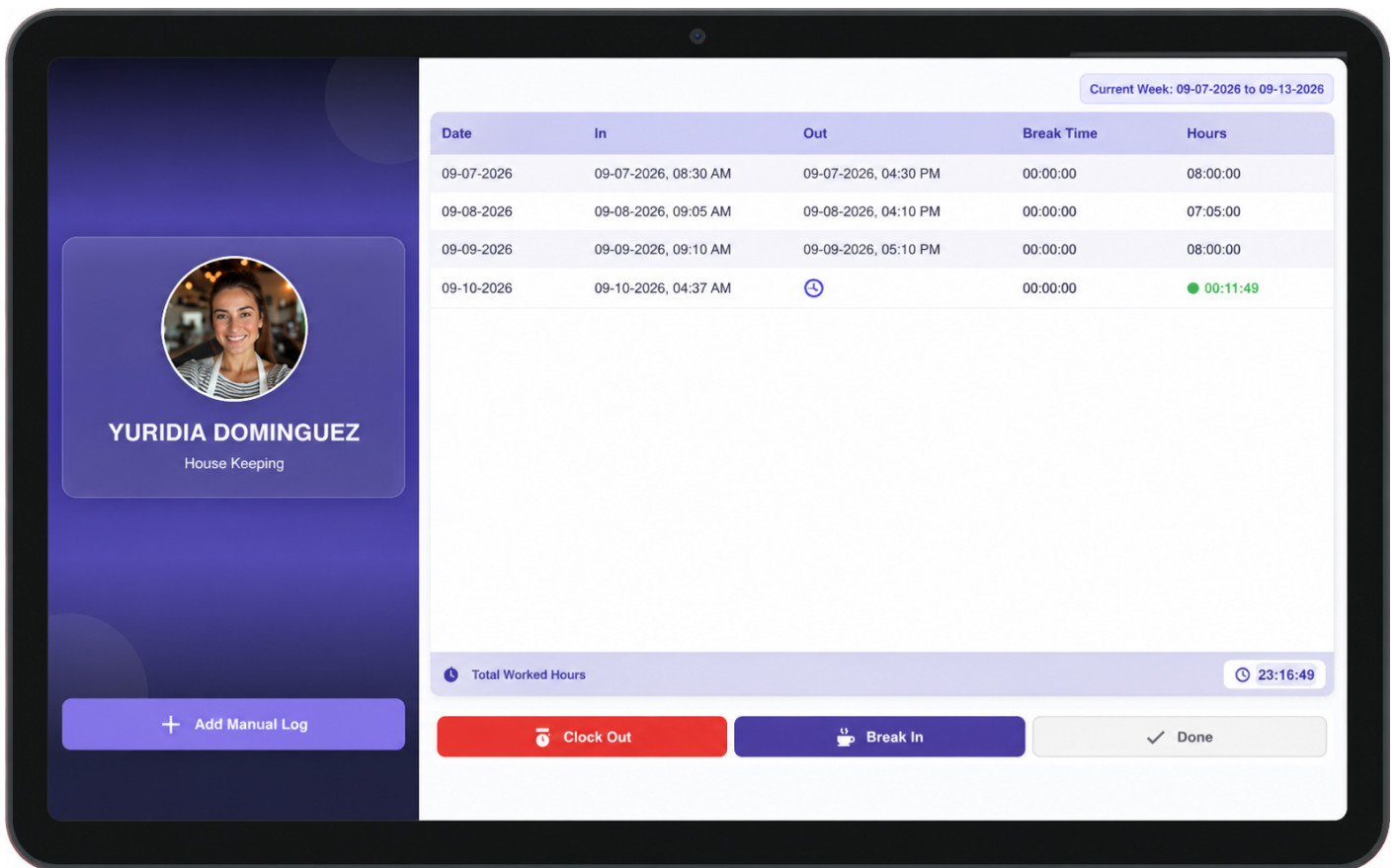
Overview

The **Clock In / Clock Out** module on the iHospitality Hub allows employees to record their work hours directly from a shared kiosk device. An employee taps the module, identifies themselves with their Employee ID/PIN (or face login), and can clock in, take a break, clock out, or add a manual entry if a punch was missed — all without needing their own device.

“ This module only appears on hubs where **Clock In / Clock Out** was checked under **Hub Modules**, and only for employees whose **User Role** has **Can iHospitality Hub Login** enabled — see the [iHospitality Hub - Setup](#) page.

Clock In / Clock Out Screen

After signing in, the employee sees their personal weekly time log.



What this screen means: this is the signed-in employee's own weekly log — not a shared log for the hub. **Clock Out**, **Add Manual Log**, and **Done** are all available directly from here.

Key Information

- **Employee profile** — Shows the signed-in employee's name and role (e.g. "Arav Patel — Hotel Manager").
- **Current Week** — The date range for the week currently being displayed.
- **Date** — The day the entry belongs to.
- **In** — Timestamp of the clock-in for that day.
- **Out** — Timestamp of the clock-out for that day (blank while the shift is still open).
- **Break Time** — Total break duration logged for that day.
- **Hours** — Total hours worked for that day, updates live while clocked in.
- **Total Worked Hours** — Running total for the current week, shown at the bottom of the screen.

Actions

Employees can take the following actions from this screen:

- **Clock In** — Starts the employee's shift and begins tracking hours.

- **Break** — Starts a break during an open shift; ending the break resumes the shift clock. Break duration is tracked separately in **Break Time** and does not count toward **Hours**.
- **Clock Out** — Ends the current shift.
- **Add Manual Log** — Lets the employee add or correct a time entry, e.g. when a clock-in or clock-out was missed (regularization).
- **Done** — Returns to the hub home screen.

Steps — Clock In

1. On the hub home screen, tap **Clock In / Clock Out**.
2. Identify yourself with your Employee ID/PIN or face login.
3. Tap **Clock In**.
4. The shift starts; the day's row in the log begins tracking time.

Steps — Take a Break

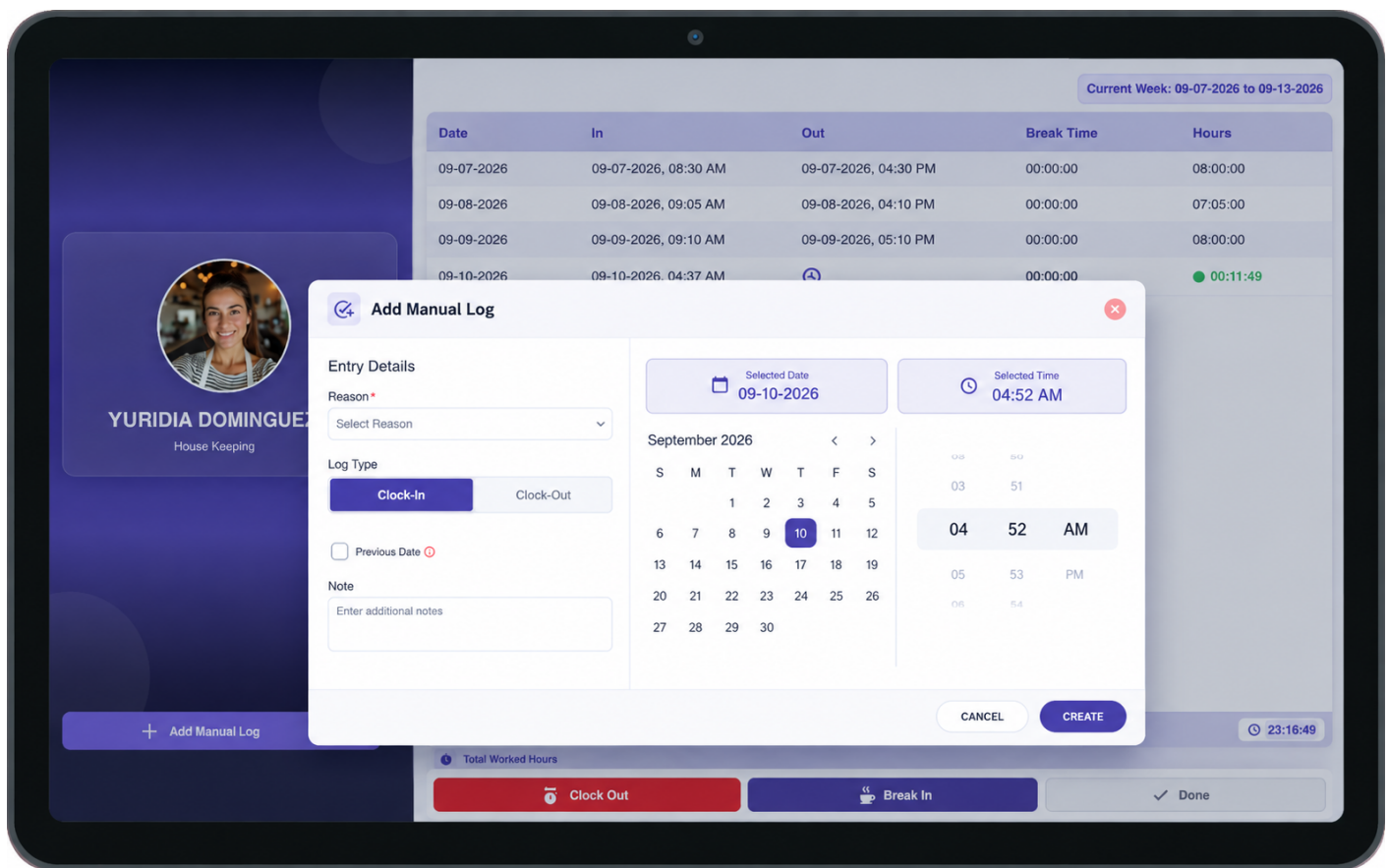
1. From the weekly log screen, tap **Break**.
2. The break starts; break time accumulates in **Break Time** instead of **Hours**.
3. Tap the same control again to end the break and resume the shift.

Steps — Clock Out

1. From the weekly log screen, tap **Clock Out**.
2. The shift ends; the day's **Out** time and **Hours** are finalized.
3. Tap **Done** to return to the hub home screen.

Steps — Add Manual Log (Regularization)

1. From the weekly log screen, tap **Add Manual Log**.
2. Select the date and enter the correct In/Out time(s) that were missed.
3. Save the entry.
4. The corrected entry appears in that day's row in the weekly log.



What this screen means: this is the **Add Manual Log** form used to fix a missed punch — an employee can enter the correct In/Out time(s) for a past date instead of asking a manager to edit the record separately.

Workflow

Employee taps Clock In / Clock Out → Identifies via PIN/face → Clock In → (optional) Break → Clock Out → Done

If a punch was missed on a prior day: **Weekly log → Add Manual Log → Enter correct time(s) → Save → Entry corrected**

Important Notes

- Every action is tied to the employee who signed in on the hub — the shared device itself does not have its own time log.
- **Break Time** is tracked separately from **Hours**; time spent on break does not count as worked hours.
- **Add Manual Log** is the way to fix a missed clock-in or clock-out after the fact, rather than needing a manager to edit the record elsewhere.

- **Total Worked Hours** reflects the current week only and resets each week according to the property's configured week range.
 - This module only appears on hubs where **Clock In / Clock Out** was checked under **Hub Modules** — see the [iHospitality Hub - Setup](#) page.
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