LOYVERSE

Using Time Clock to Track Employees Hours

https://help.loyverse.com/help/time-clock · Updated October 26, 2026

Video
https://www.youtube.com/watch?v=yPtmrV7QOk4

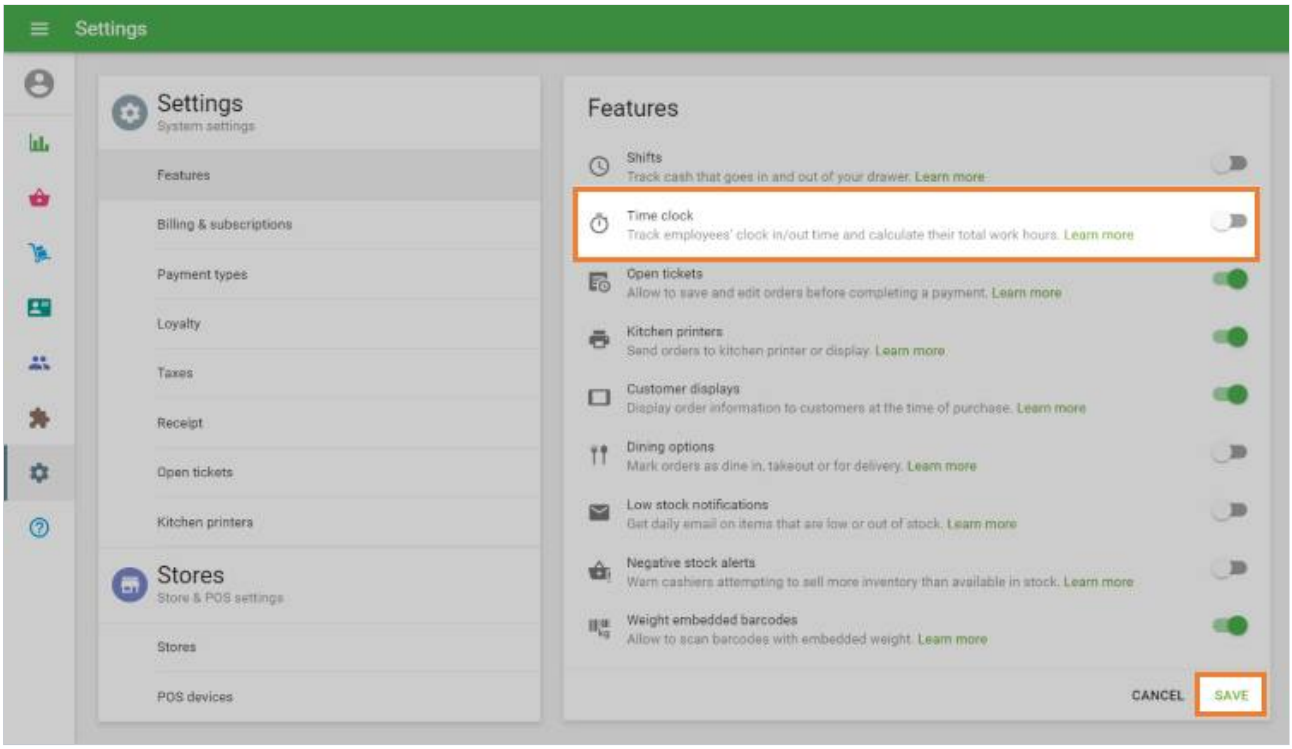
The **Time Clock** feature allows employees to clock in and clock out at the POS, while Loyverse automatically calculates their total working hours.

1. Configuration

To enable the Time Clock feature:

Log in to the **Back Office**.

Go to **Settings → Features**.



Enable the **Time clock** option.

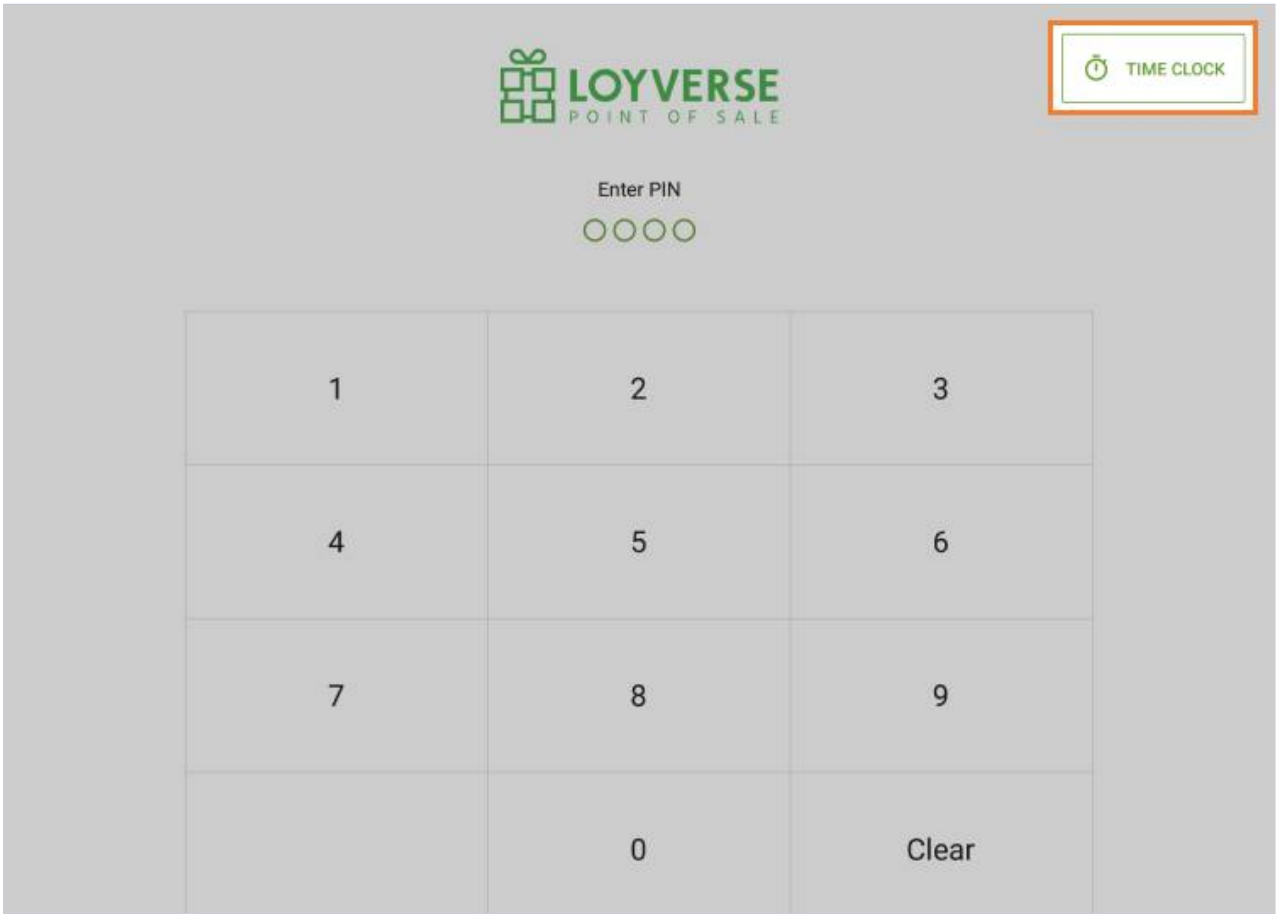
Click **Save**.

Note:
The Time Clock feature requires **PIN authentication**. Each employee must have a PIN set to access the Loyverse POS app.

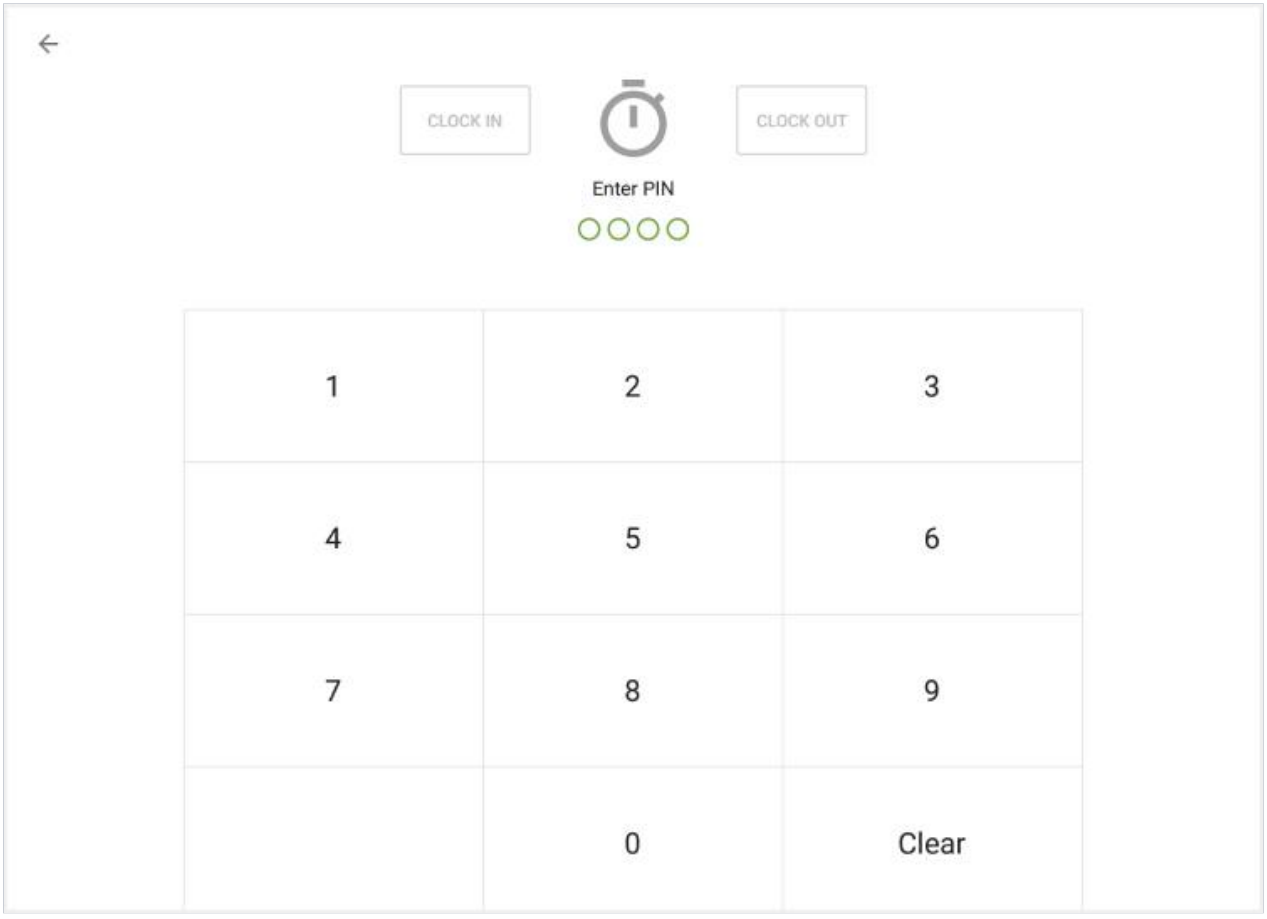
2. Using Time Clock at the POS

Open the **Loyverse POS app**.

On the login screen, tap the **Time clock** button in the top-right corner.



Enter the employee **PIN code**.



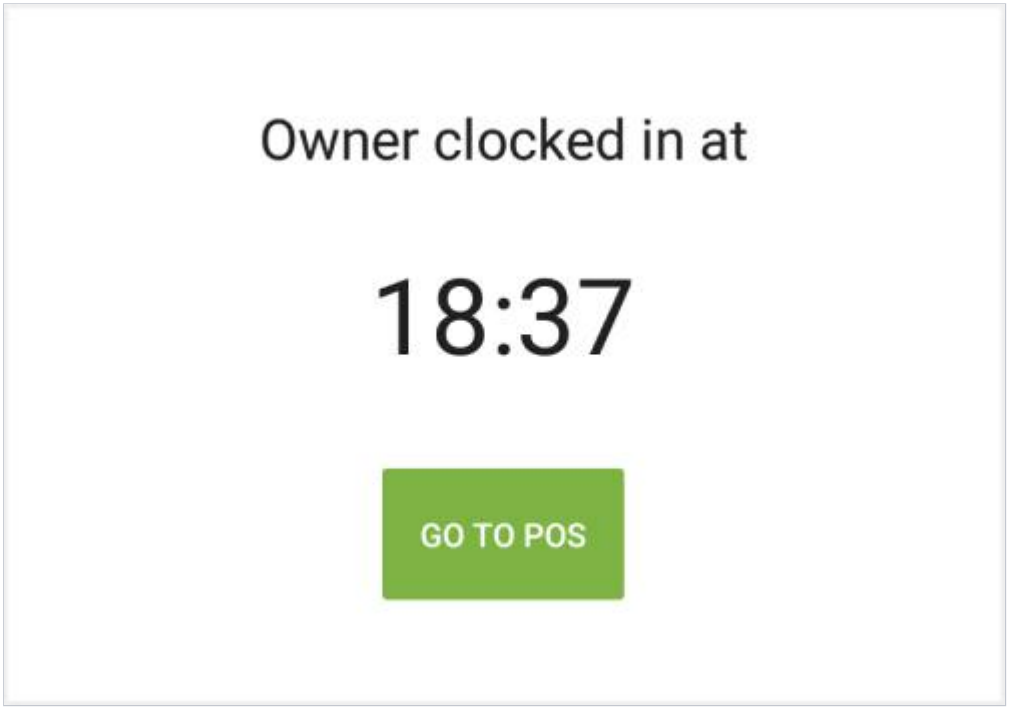
Once authenticated, the **Clock In** and **Clock Out** buttons become active.

Clocking In

Tap **Clock In** to start tracking work time.



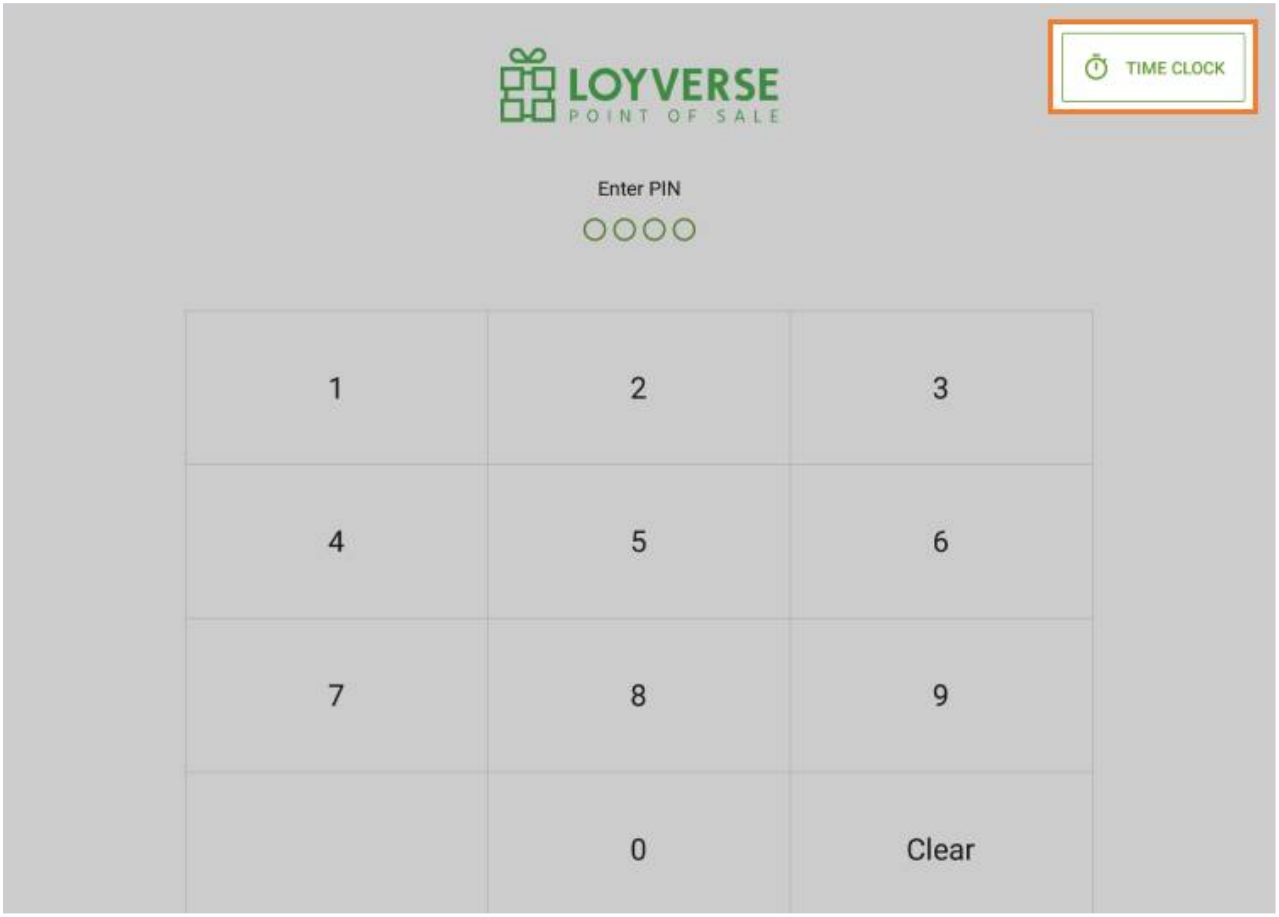
The app will display the **clock-in time**.



Tap **Go to POS** to proceed to the sales screen, or use the back arrow to return to the login screen.

Clocking Out

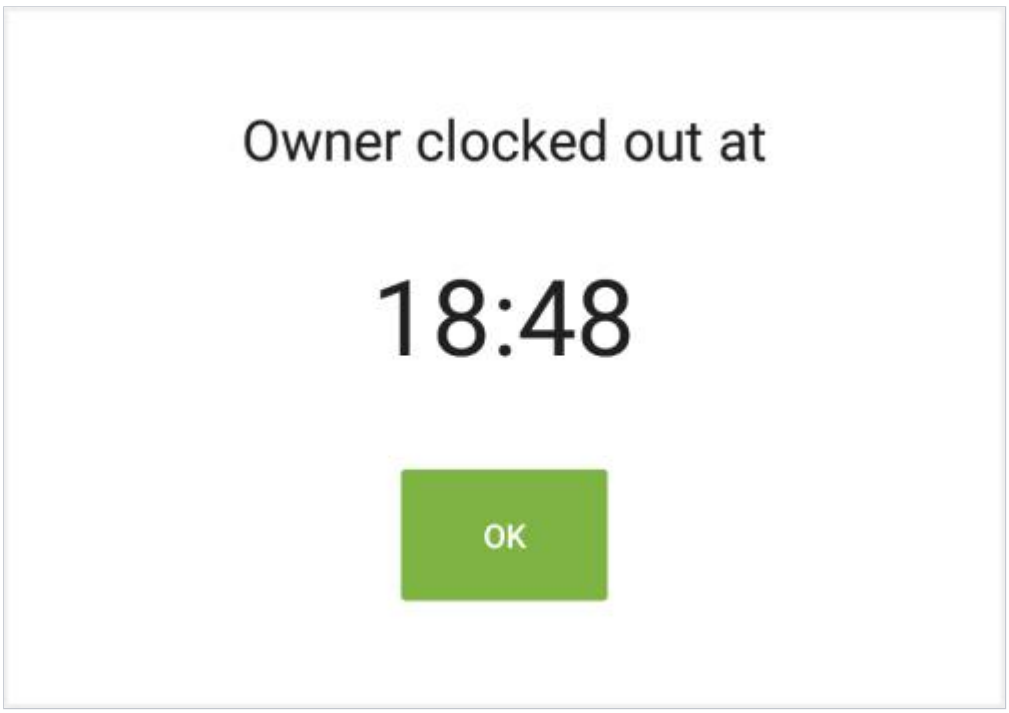
At the end of the work shift, open the **Time clock** screen again.



Tap **Clock Out** to record the time punch.

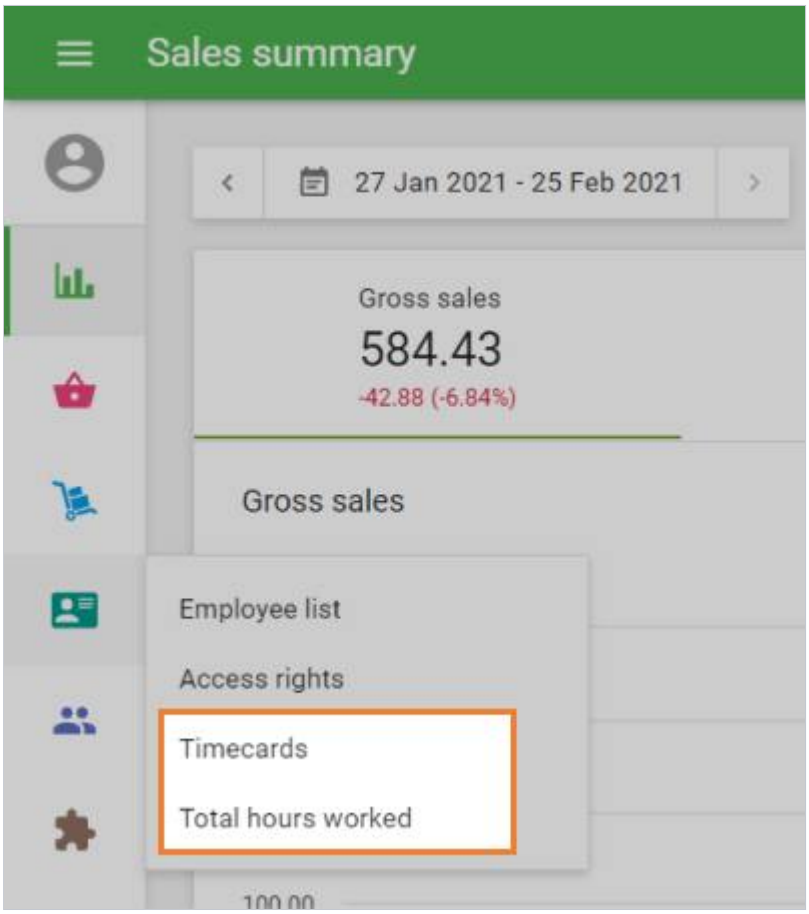


Review the **clock-out time** and tap **OK** to confirm.



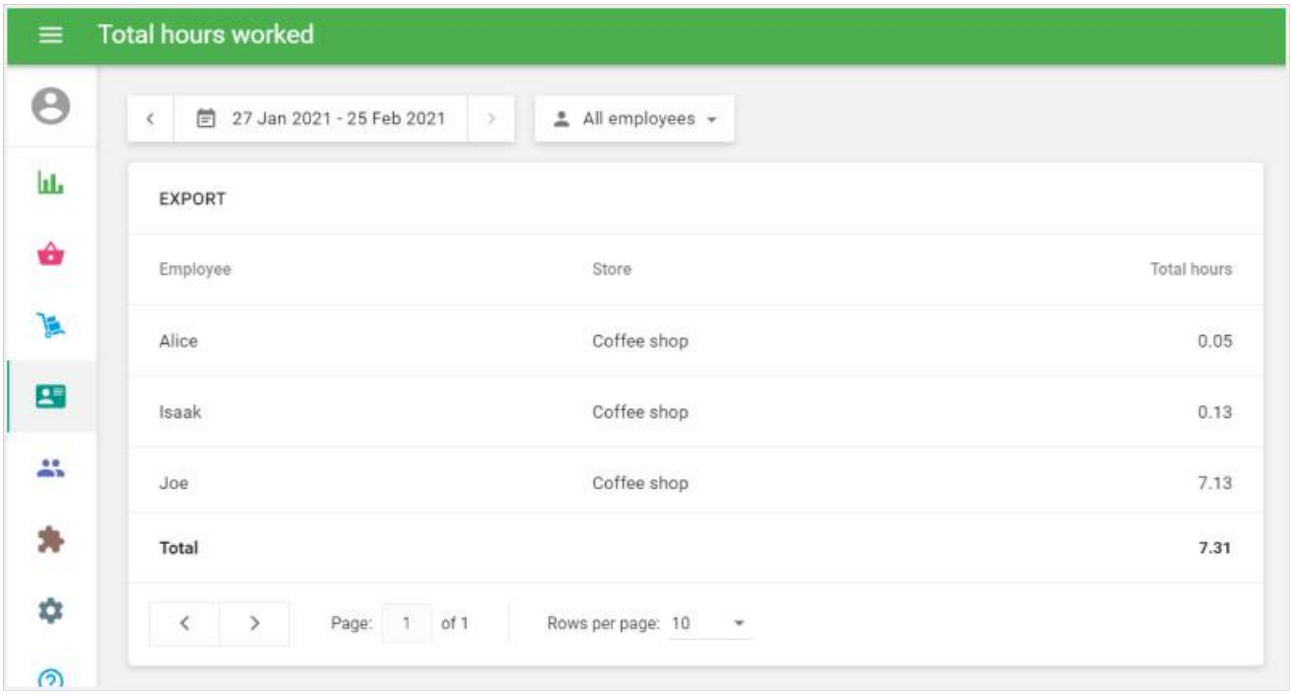
3. Time Clock Reports in the Back Office

You can view and manage time tracking data in the **Employees** section of the Back Office. Two reports are available:



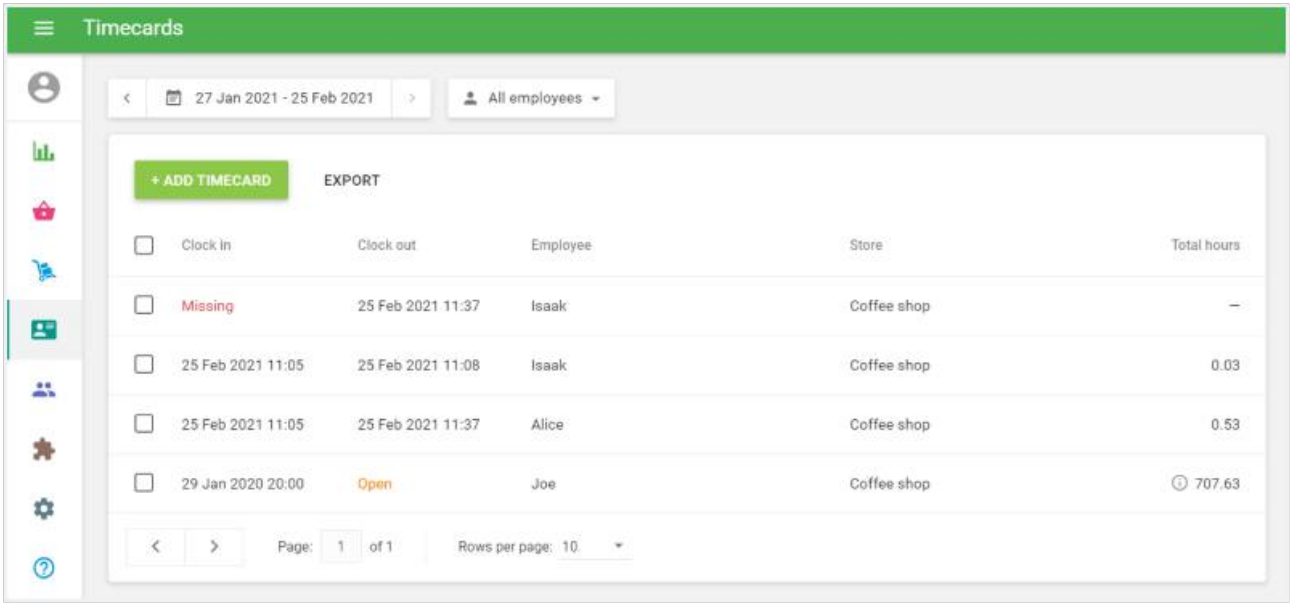
Total Hours Worked

Displays a **summary of total working hours** for each employee within the selected period.



Timecards

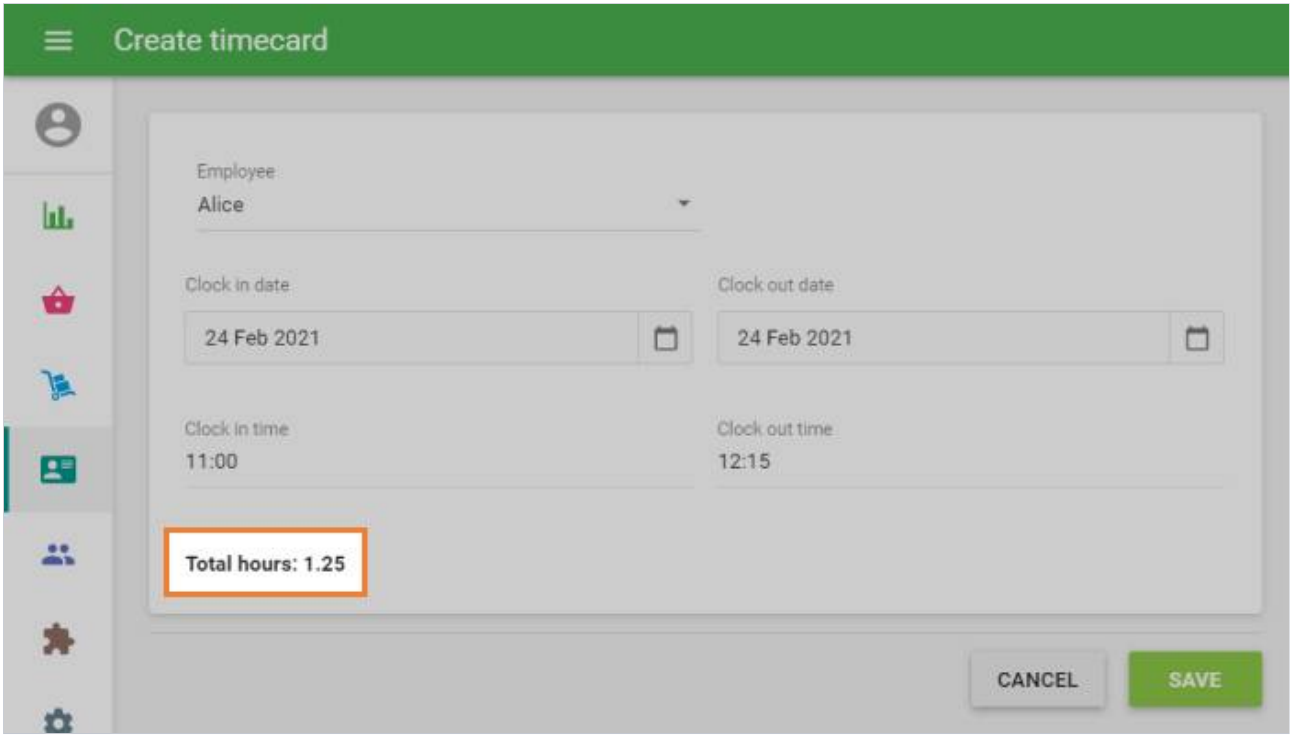
Shows a **detailed list of clock-in and clock-out records**.



You can:

- Edit existing timecards
- Add a new timecard by clicking **Add Timecard**

Total hours are calculated automatically based on clock-in and clock-out times.



Note:
The value shown in **Total Hours** is a **fraction of an hour**, not minutes (for example, 0.25 = 15 minutes).

See also:

[How to Add an Employee in Loyverse POS]

[Shift Management in Loyverse POS]