

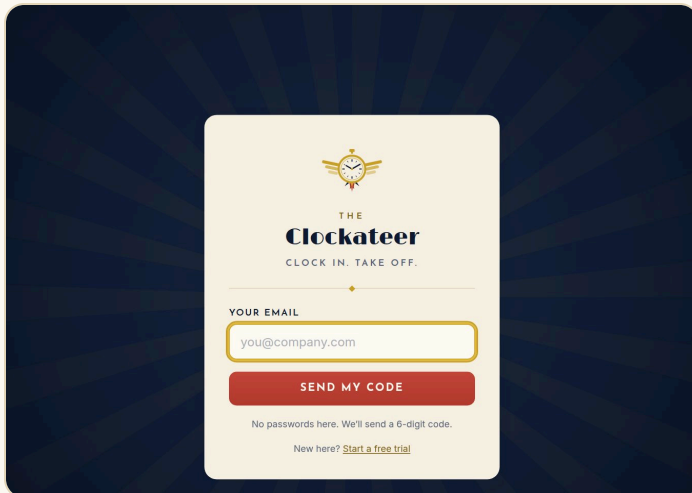
Running your crew's time clock

A quick tour of what admins can do in Clockateer: set up the company, invite people, fix punches, handle time off, and run payroll.

1 Signing in

Clockateer has no passwords. Go to **clockateer.com**, type your email, and press **Send my code**. Enter the 6-digit code from your inbox and press **Punch it**. Codes expire after 10 minutes.

- You stay signed in for 60 days on that device.
- If your email belongs to more than one company, pick the company after you sign in. To switch later, click your name in the top bar.

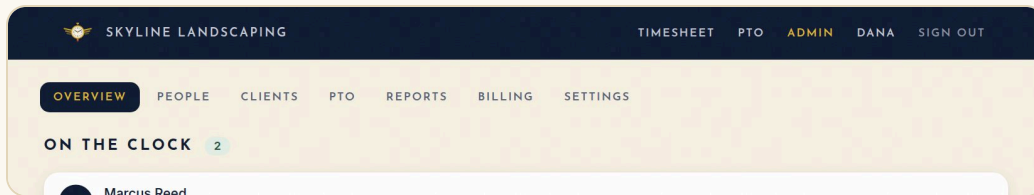


The sign-in page. Enter your email and press Send my code.

2 Finding the admin pages

Click **Admin** (in gold) in the top bar. The admin tabs are:





The top bar and the admin tabs.

Clients, Schedule and PTO only appear after you turn them on in Settings.

3 Settings: do this first

Open **Settings**, check each section, then press **Save settings** at the bottom.

- **Company:** company name, timezone, and clock mode. Choose *Simple* for plain in and out, or *Client tracking* so people punch against a client or job. The voice setting switches between the playful Clockateer tone and plain wording.
- **Pay period:** weekly, biweekly, semi-monthly or monthly, with the start date or cutoff days and when payday falls.
- **Overtime:** the day your workweek starts and weekly OT hours (for example, 40). You can also turn on daily overtime (California style).
- **Payroll export:** check *We run payroll in ADP RUN* to get the ADP export and an ADP ID field for each person.
- **PTO:** check *Enable PTO requests* so people can request time off.

Tip: the timezone and pay period are guessed when the company is created. Confirm them before your first payroll.


SKYLINE LANDSCAPING

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SETTINGS

COMPANY

COMPANY NAME

TIMEZONE

Central — Chicago

Used for day boundaries, overtime, and reports.

CLOCK MODE

Client tracking — punch against clients

With client tracking on, [manage clients](#) from the Clients tab.

VOICE

Playful — full Clockateer

PAY PERIOD

SCHEDULE

Biweekly

A PERIOD START DATE

09/21/2026

Any known first day of a pay period, past or future.

PAY DATE: DAYS AFTER PERIOD ENDS

5

Used for the payroll calendar. Weekend and holiday pay dates move to the business day before.

Settings: company, pay period, overtime, payroll export and PTO.

4 People: invite and manage your crew

- **Invite one person:** enter their email, name and role (Employee or Admin), then press **Invite**. They get an email with a sign-in link.
- **Invite a whole crew:** paste one person per line (email, name, ADP ID) straight from a spreadsheet and press **Send invites**.
- **Edit someone:** change their name (it prints on timesheets and exports), ADP ID, role, status or PTO approver, then press **Save**.
- **Someone leaves:** set their status to *Inactive*. Their history is kept, and you can set them back to *Active* any time.
- Invited people who haven't signed in yet have **Resend invite** and **Remove** links.
- Click **Timesheet** next to any person to see their hours.

SKYLINE LANDSCAPING

TIMESHEETPTOADMINDANA
SIGN OUT

OVERVIEWPEOPLECLIENTSPTOREPORTSBILLINGSETTINGS

PEOPLE

INVITE CREW

EMAIL

NAME

ROLE

them@company.com

Optional

Employee

INVITE

▶ INVITE A WHOLE CREW

EMPLOYEE

NAME · ADP ID · ROLE · STATUS · PTO APPROVER

Dana Whitaker

dana@skylinelandscaping.com · Timesheet

Dana Whitaker

000100

Admin

Active

PTO: admins

SAVE

Jess Kim

jess@skylinelandscaping.com · Timesheet

Jess Kim

000104

Employee

Active

PTO: admins

SAVE

Leo Novak

leo@skylinelandscaping.com · Timesheet · Resend invite · Remove

INVITED

Leo Novak

ADP ID

Employee

Invited

PTO: admins

SAVE

Marcus Reed

marcus@skylinelandscaping.com · Timesheet

Marcus Reed

000101

Employee

Active

PTO: admins

SAVE

People: invite crew and edit each person on the roster.

5 Overview: who's working now

- On the clock lists everyone clocked in right now, with their start time.
- Forgotten clock-outs lists shifts that have been open for more than 12 hours. These don't count toward report totals until you close them, so press **Fix entry** and add the clock-out time. Clockateer also emails the employee a reminder.

SKYLINE LANDSCAPING

TIMESHEETPTOADMINDANA
SIGN OUT

OVERVIEWPEOPLECLIENTSPTOREPORTSBILLINGSETTINGS

ON THE CLOCK 2

MR

Marcus Reed

since 7:02 AM · 3 h 15 m · Oakridge HOA

Timesheet

PS

Priya Shah

since 7:31 AM · 2 h 46 m · Maple Street Office Park

Timesheet

FORGOTTEN CLOCK-OUTS

Open for more than 12 hours — these are excluded from report totals until fixed.

Tom Alvarez · in since Fri, Sep 25, 7:00 AM

Fix entry

Overview: who is on the clock and any forgotten clock-outs.

6 Fixing and adding punches

- Open a person's timesheet (from People or Overview) and click any punch to change the date, clock-in or clock-out time, client or note. Press **Save entry**, or **Delete entry** to remove it.
- Use **+ Add a shift** to enter a shift they forgot to punch.
- If PTO is on, **Make this PTO instead** turns the punch into approved time off for the same day and hours.
- Every change is marked **Amended** and recorded in a history log.
- Use **🖨️ Print / save PDF** on a timesheet to print or save it.

← Timesheet

FIX A PUNCH AMENDED

DATE: 09/23/2026

CLOCK IN: 08:00 AM

CLOCK-OUT DATE: 09/23/2026

CLOCK OUT: 04:30 PM

CLIENT: City Parks Dept.

NOTE (OPTIONAL): Forgot to punch out, left at 4:30

Edits are marked "Amended" on your timesheet and reports.

SAVE ENTRY

TYPE OF TIME OFF: PTO

MAKE THIS PTO INSTEAD

Same date, same hours — recorded as approved PTO.

DELETE ENTRY

Fix a punch: change the times, client or note, then Save entry.

7 Time off (PTO)

- **Waiting for approval:** press **Approve** or **Deny**. The employee gets an email either way.
- **Record time off** for someone yourself. Pick the person, type, days and hours per day. It's approved right away.
- For approved time off, **Send back** returns it to the employee to change, and **Delete** removes it.
- **Types of time off:** add types such as Vacation or Sick, with an optional ADP code.
- On the People page, you can let someone who isn't an admin approve a person's PTO (for example, a team lead) by making them that person's *PTO approver*.

SKYLINE LANDSCAPING TIMESHEET PTO **ADMIN** DANA SIGN OUT

OVERVIEW PEOPLE CLIENTS **PTO** REPORTS BILLING SETTINGS

PTO

RECORD TIME OFF

WHO: TYPE: FIRST DAY: LAST DAY: HOURS / DAY:

☐ Include weekends

NOTE (OPTIONAL):

Weekends are skipped unless included. Time off you record here is approved immediately.

WAITING FOR APPROVAL

Priya Shah
Thu, Oct 1
1 day · 4 hours · Sick · Dentist

Jess Kim
Thu, Oct 8 – Fri, Oct 9
2 days · 16 hours · PTO · Family wedding

APPROVED – UPCOMING & CURRENT

Tom Alvarez
Fri, Oct 2
1 day · 8 hours · PTO

PTO: record time off and approve or deny requests.

8 Running payroll

Go to **Reports** and use the ← → arrows to choose the pay period. Then:

- 1 Lock timesheets.** Choose a date and press . Employees can no longer change punches up to that date, but admins still can. Press to undo it.
- 2 Review.** Close any open shifts (press) and look over punches marked *Amended*. Each person's card shows total, regular and overtime hours, plus PTO.
- 3 Export.** Press for a spreadsheet, for ADP RUN, or .

The button shows every pay period and pay date for the year. You can download it as a CSV or print it. Pay dates that land on a weekend or holiday move to the business day before.

Payroll report: lock, review, then export.

This tab is only used in *Client tracking* mode. Add each client or job name, then rename or archive them as needed. Employees choose a client when they clock in and can switch clients during a shift. Reports break hours down by client.

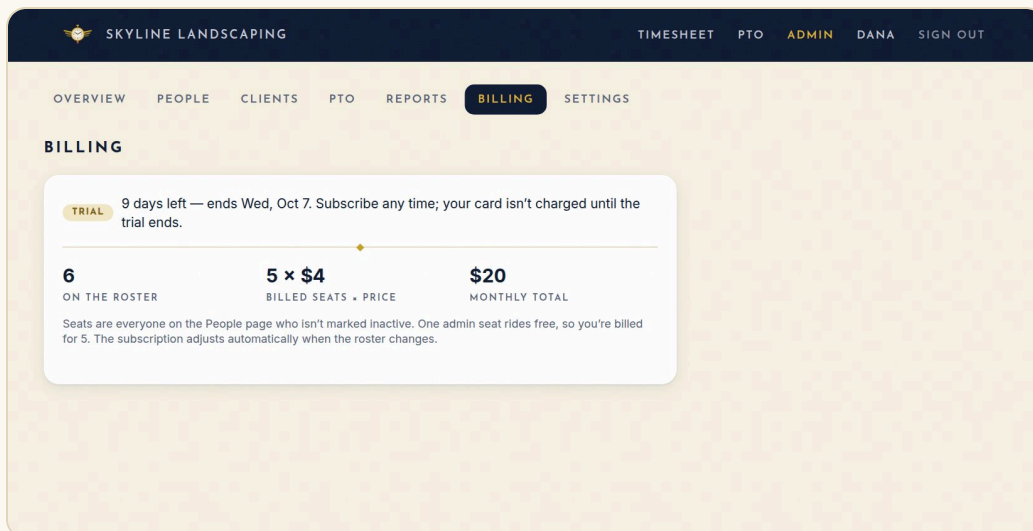
Clients: add, rename or archive clients and jobs.

Contact Clockateer Sales for Info

11 Billing

- **Price:** \$4 per person per month. Everyone on the People page counts except people marked *Inactive*.
- **One free admin:** once you have 3 or more people, one admin seat is free. For example, a crew of 10 pays for 9 seats, or \$36 a month.
- **Free trial:** new companies get 14 days free. You can subscribe any time, and your card isn't charged until the trial ends.

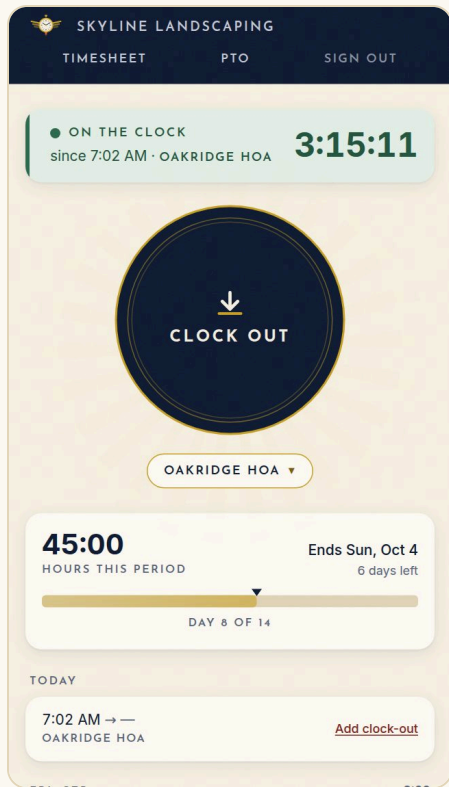
The Billing page shows your plan status, how many people are on the roster, and your monthly total. Use **Subscribe** to start a subscription or **Manage billing** to update your card or see invoices. If the trial ends or a payment fails, you have 14 more days to fix it, and a banner with a **Fix billing** button appears on every page. After that the account is locked until you subscribe. Your data is never deleted.



Billing: plan status, seats and monthly total.

12 What your employees see

Employees sign in the same way you do. Their home screen has one big **Clock in** / **Clock out** button, their hours for the pay period, and a link to their full timesheet. They can fix their own punches until the period is locked. If PTO is on, they can request time off from the **PTO** tab.



What an employee sees on their phone while clocked in.

The Clockateer · Admin Guide · September 2026 · Screenshots show a sample company.