



## Set Missed Clock in and out Notifications

Missed clock in and out notifications are sent both to your employees and managers when an employee forgets to clock in or out of their shift. Employees receive the notifications as a reminder to clock in/out of their shift and managers receive the notifications as an alert that the employee hasn't clocked in or out yet. You can also decide how soon the notification needs to be sent to both the employees and managers to remind them about the shift.

To enable the missed clock in/out notification:

1. Click the **Settings** icon.
2. Select **Time-Clock** under the *Time & Attendance* section.
3. Select the checkboxes under *Missed Clock In/Out Notifications*.
4. Enter the duration.
5. Select **Save**.