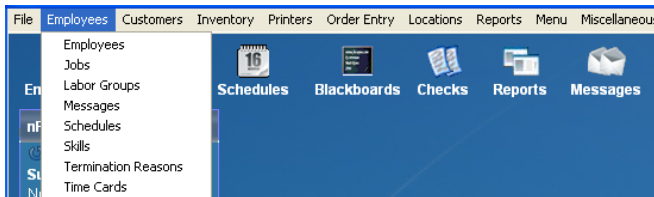# Enforcing Schedules & Grace Periods

This system can be set to enforce schedules with grace periods.

Enforce Scheduling

The schedule can be enforced by employee.

1. select employees from toolbar
2. select employees from drop-down

3. select employee
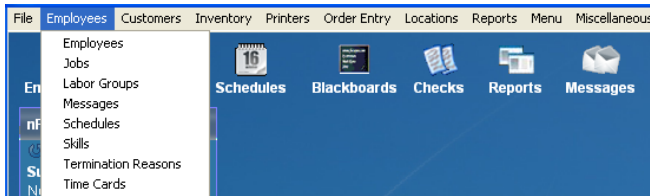4. select enforce scheduling in options column
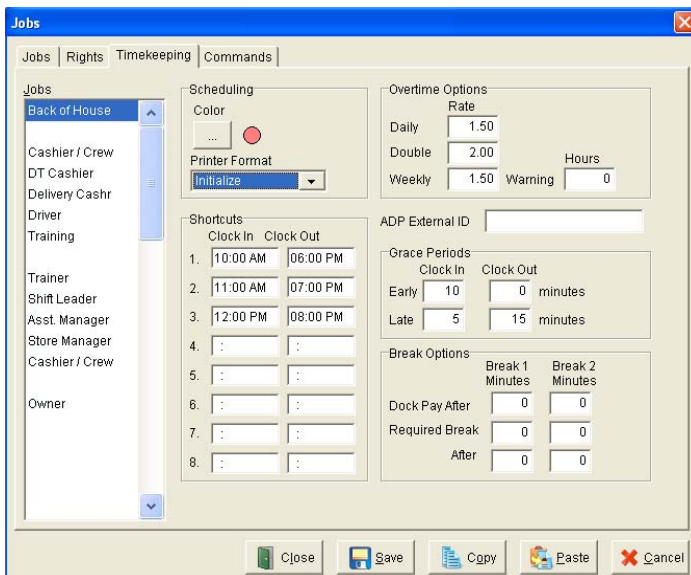

5. select save and close

Grace Periods

Grace periods are set by job code and linked to the schedule start end times. Enforce scheduling must be selected for the employee to for grace periods to be active.

1. select employees from toolbar
2. select jobs from drop-down

3. enter clock in and clock out grace periods

   - early clock in; the number of minutes an employee can clock in early without requiring manager approval

   - late clock in; the number of minutes an employee can clock in late without requiring manager approval

   - early clock out; the number of minutes an employee can clock out early without requiring manager approval

   - late clock out; the number of minutes an employee can clock out late without requiring manager approval

4. select save and close

   note: clock out times for closers can be set to "not enforce" in the scheduler