



Geofencing FAQ for Employees Clocking In/Out

1. What is geofencing?

Geofencing uses GPS technology to create a virtual boundary around a specific location. When you enter or exit this area, it triggers actions, such as allowing you to clock in or out of work on your phone.

2. How does geofencing work for clocking in/out?

When you arrive at the work location within the designated geofenced area, your phone will automatically allow you to clock in. Similarly, when you leave as long as you are in the designated geofenced area, you'll be able to clock out directly from your phone.

3. Do I need to do anything to set up geofencing?

No, the geofencing system will be automatically set up on your phone. Simply ensure your phone's location services are enabled and that you are connected to the company's system.

4. Can I clock in or out from my phone at any location?

No, you can only clock in or out when within the defined geofenced area. Outside this zone, you will not be able to clock in or out via your phone.

5. What happens if my phone's GPS isn't working or I don't have signal?

If your GPS isn't functioning correctly or you don't have a signal, you will need to clock in or out on a workstation.

6. Can I still clock in/out on the computer if I prefer?

Yes, the system will still be available for clocking in and out on designated computers.

7. Will my location be tracked at all times?

No, your location will only be tracked during clock-in and clock-out actions when you're within the designated geofenced area. It will not track your movements outside of these actions.

8. Is the geofencing system secure?

Yes, the geofencing system is secure and complies with privacy standards to ensure your personal data and location are protected.

9. Can I clock in/out from multiple devices?

You can clock in/out from your phone within the geofenced area. You can also use the computer-based system, but we recommend using your phone to avoid tying up multiple devices.