

Clocking in

23/10/2025 10:44 am BST

[Relates to version](#)

Tags: [Shift](#) [7.3](#)

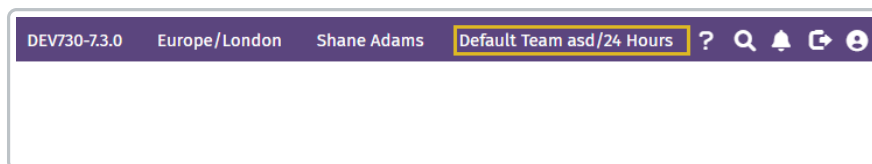
When a user clocks in, an attendance log is created, recording the shift, team and attendance type. Clock in typically occurs when a user logs in to Eyelit MES for the first time in a day. It can also be triggered through an interface with third party access control or time and attendance systems.

Shift and Team selection

When a user logs in, they will have the option to clock in depending on their Shift Selection. Their Shift Selection mode is chosen in the [New/Edit Users form](#) which determines how a shift and team is selected. The modes are:

- **Auto:** The user will be automatically clocked into their default Team and Work Pattern or the closest available shift.
- **Prompt:** The user will always be prompted to select which shift and team they are working.
- **None:** The user will not be clocked in by default and will have to manually select their shift if they want to clock in.

A user will see the team and shift they are logged into in the top right menu.

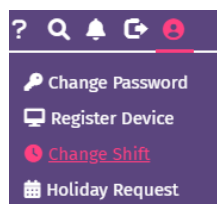


Default Attendance Type

When a user clocks in, the attendance log is automatically created using the default Attendance Type for the selected shift. This can be edited [manually changing the shift selection](#) as described below, or by editing the [timesheet](#).

Manually change shift selection

1. A user can change their shift selection by clicking on the **Options** (person) icon in the top right menu and selecting **Change Shift**.



2. This displays a popup containing the shift and team you are currently clocked into. You can select a different team and/or shift to update your attendance log. Note that if you do not want to update your existing attendance log, but want to create a new attendance log (for example if you are changing teams mid-shift) then you should clock out and then clock back in.

Select Shift

Team

Default Team asd

Work Pattern	Shift	Start	End	Clocked In	Team
24 hour	24 Hours	03/05/2024 00:00	03/05/2024 23:30	03/05/2024 12:59:16	Default Team asd
24 hour	24 Hours	08/05/2024 00:00	08/05/2024 23:30		
24 hour	24 Hours	09/05/2024 00:00	09/05/2024 23:30		
24 hour	24 Hours	10/05/2024 00:00	10/05/2024 23:30		
24 hour	24 Hours	11/05/2024 00:00	11/05/2024 23:30		

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10

items per page

1 - 5 of 5 items

Select Team Shift

Close

Logic applied for the Auto Shift Selection

A user may be associated with multiple work patterns. For example, a user could be associated with the following shifts:

- An early shift (6 am to 2 pm)
- A day shift (9 am to 5 pm)

If you are in **Auto** mode, which of the two shifts is the right one to clock the user onto? The system applies the logic below to decide which shift to clock the user into.

When you define a Shift Type, you specify a **Clock-in Margin** in minutes.

Shift Type

ADD

EDIT

DELETE

COPY

PLAY RULES

RESET

Name	Default Attendance Type
24 Hours	Working
24hr	Working
Open 24 Hours 001	Working
9-5	Working
9-5 US	Working
After Text	Working
All Day	Working
After Shift	Working
Play	Working
Early Shift	Working
SL shift	Working
Jan 9-5 US Shift	Working
Legacy Shift	Working
Long Night Shift	Working
Morning Shift	Working
Night Shift	Working
Power Text	Working
Shift Clocks error	Working
Test	Working
Test all	Working
TEST 9-5 Shift	Working
Test Shift	Working
Test shift 2	Working

Edit Shift Type

Name

9-5

Colour

Default Start Time

09:00

Default End Time

17:00

Attendance Type

Working

Clock-in Margin

60

Late Miss

0

Paid Hours Mode

Paid Hours = Attendance H...

Accounting Start

Shift Start

Auto Clock Out Mode

Shift End

Max Approved

0.5

Unpaid hrs

0

Max Attendance hrs

0

Truncate Activity To Paid Duration

Save

Cancel

In the image above, a 60-minute margin on a 9 am to 5 pm shift will allow you to clock in from 8 am till 5 pm .

Considering the current time and the user's work patterns, which shifts is the user permitted to clock into?

Then it checks if any of those is your default. It will pick your default. If none of those is your default, it will pick the one that has its start time closest to the current time.