

# ENABLEMENT

## Geofencing Client Enablement Guide

Geofencing quickly identifies employees that clock in and out beyond their workplace boundaries. If a mobile punch is made beyond a defined radius, managers are alerted via email and the timecard will display the invalid punches. This flyer explains how to enable geofencing for your client.

### 1

## Geofencing FYI

Before you set up geofencing, be aware of the following:

- Geofencing requires the TimeWorksPlus mobile app—geofencing does not work with WebClock.
- You can create multiple geofences and assign them to Employee Groups.
- Employees can be excluded from a geofence through a field in Employee Setup.
- Geofencing does not prevent an employee from clocking in or out, it simply flags the punch as occurring beyond the fence.
- There is a fee for geofencing. Contact your timekeeping provider for details on the cost.

### 2

## Enabling Geofencing for Your Client

Before you can use geofencing, it must be enabled for an account by a SwipeClock provider through the following steps:

- 1. Select the client from your client list.
- 2. Click Client Configuration under the Settings Menu.
- 3. Choose the Mobile tab.
- 4. Using the checkboxes, enable all three mobile punch options:
  - a. Allow Mobile Punches
  - b. Pinpoint GPS
  - c. Geofencing
  - d. NOTE: If your client is already using the mobile app, then some of these options may already be checked. Also, if you see Enable mobile application access listed in addition to the three mobile punch options, it will also need to be checked. That checkbox appears to clients using our legacy mobile app. Geofencing will work with that app as well.
  - e. Click Save.
- 5. With geofencing enabled, the next step is to define the fences by clicking "Go to geofence setup." Your client can also configure fences through Geofence Management under the Settings Menu.

**For detailed instructions, visit this page in our support center:** <https://supportcenter.payrollservers.info/s/article/Geofencing-Setup>