



Workshop #10: Geofencing Employee Punches in hh2 Remote Payroll

This workshop will guide participants through the process of enabling and using geofencing to validate employee punches in hh2 Remote Payroll. Geofencing ensures employees punch in and out within designated job site boundaries, providing accurate time tracking and minimizing errors in payroll calculations. The instructions below have been provided by our team to navigate any payroll administrator through enabling and utilizing the geofence feature with hh2's Remote Payroll Punch Clock.

If at any time you find that you need more thorough Remote Payroll module instruction, you can access our [user guides](#) or contact support@hh2.com or your implementation specialist for additional assistance.

Understanding Geofencing

Geofencing is a feature that uses GPS to define virtual boundaries (geofences) around job sites. When enabled, geofencing validates whether an employee's punch in/out occurs within the specified radius of the job site. If employees attempt to punch in or out outside these boundaries, their punches will be flagged to payroll managers and can be adjusted accordingly.

Key benefits of geofencing include:

- Increased accuracy in tracking employee time at job sites.
- Reduced manual adjustments to timesheets.
- Simplified compliance with company time-tracking policies.

How to Enable Geofencing

1. You Must First Enable Geofencing at the System Level

To enable geofencing system-wide:

1. Log in as an RP Admin.
2. Navigate to RP > System Settings > Punch Clock tab.
3. Enter a geofence radius (in feet) in the 'Job Geofence' field.
4. Ensure the 'Capture GPS' setting is enabled (this activates automatically when a geofence radius is set).

Note: Enabling geofencing at the system level is a prerequisite for using geofencing in payroll groups. Without this step, geofencing cannot be enabled for individual groups.

2. Enabling Geofencing at the Payroll Group Level

Once geofencing is enabled at the system level, you can enable it for specific payroll groups:

1. Log in as an RP Admin.
2. Go to RP > Payroll Groups.
3. Select the payroll group you want to enable geofencing for.
4. Navigate to the Settings tab.
5. Verify that 'Punch Clock' is enabled.
6. Enable the 'Enforce Geofencing' option.

Adding Latitude and Longitude to Jobs

For geofencing to work, each job must have latitude and longitude coordinates. These coordinates are automatically populated if the job has a valid address entered or synced from the ERP system.

To view or edit a job's latitude and longitude:

1. Log in as an RP Admin.
2. Navigate to RP > Jobs.
3. Select the job you want to configure.
4. Go to the Address tab.
5. Verify or update the job's address. The latitude and longitude fields will populate automatically.
6. Optionally, update the geofence radius for this specific job by entering the desired value in the 'Geofence Radius' field.
7. To lock the latitude and longitude fields, click the lock icon. This ensures that if latitude and longitude are entered manually, they will not be overwritten by automatic updates syncing into hh2's system from your accounting system. This feature is useful for maintaining accuracy in cases where the address might sync differently or change inadvertently.

Punching In and Out with Geofencing

Employees using the Punch Clock feature in the Remote Payroll Mobile app are subject to geofencing validation once enabled in their payroll group.

Steps for employees to punch in/out:

1. Open the Remote Payroll Mobile app.
2. Navigate to the Punch Clock menu.
3. Select Punch In.
4. Choose the appropriate job and any required coding.
5. Click Submit Coding.

If the employee is outside the job's geofence radius, an error message will appear, and the punch will still be logged, however it will be flagged as invalid. The employee must move within the job site boundaries to create a valid punch.

Note: Punches created by managers with permissions to add manual punches or punch for others will not be subject to geofencing. Employees punching in and out with this feature will need to have location services enabled on their mobile device for the hh2 Remote Payroll app.

Reviewing Out-of-Bound Punches

Managers can review geofenced punch records to identify any discrepancies:

1. Log in to the hh2 Remote Payroll web application.
2. Navigate to RP > Time Sheet.
3. Select the relevant Payroll Group and Employee.
4. Click the date icon to view the employee's punches for that day.
 - a. Punches outside the geofence radius will have a red warning symbol.
 - b. Valid punches within the geofence radius will not have a warning symbol.

To view the exact location of a punch:

1. Open the Edit Punches page.
2. Click the GPS icon to display the punch's coordinates on a map.

Note: The punches and the location captured by the system for these punches can also be viewed from the Time Approval page for an employee.

Conclusion

Geofencing in hh2 Remote Payroll provides an efficient way to ensure employees punch in and out at the correct job locations. By enabling geofencing at the system and payroll group levels, adding latitude and longitude to jobs, and validating punches through the mobile app, admins can improve accuracy and compliance in payroll tracking. If further guidance is needed, remember that our [user guides](#), [support team](#), and implementation specialists are available to help!