Employee Timesheet Settings in Gusto

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Admins with the required permissions can configure their timesheet settings to:
- Specify which devices/locations employees can clock in/out from:
    - Time Kiosk
        - If you have multiple Kiosks set up, you cannot restrict employees to a specific Kiosk.
    - Gusto Wallet mobile app
    - Web (Gusto.com)
    - (At least one of the above must be selected)
- Disable or enable the ability for employees to edit their timesheets.
    - If timesheet editing is enabled for employees, admins can also choose to require a reason/note from employees when editing.
    - Admins and managers will always be able to view and edit timesheets.

These settings apply to all employees on Time tracking—different rules cannot be applied to different employees.

Set up Timesheets

- Click **Time tools** and select **Time tracking.**
- Click the **Settings** tile.
- Select the **Timesheets** tab.
- Click **edit** and specify where employees can clock in/out from, and/or whether employees can edit their timesheets.