Gusto time tracking for employees

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Track your hours on the web

You can track your hours up until the point the hours have been approved or a payroll administrator has processed payroll for that pay period. If you need to track hours for a past pay period, reach out to your payroll administrator.

- Sign in to your Gusto account.
- On the Time tracking tile on your dashboard, select which role or project you're clocking in for if you have multiple pay rates.
- Click **Clock in** on the Time tracking tile on your Dashboard.
- Click **Clock out** when your workday or shift is complete.
- If you'd prefer to manually add hours for the day, click **Add hours** and select your clock in and clock out time period(s) for the day.
  - You'll also have the opportunity to enter a note for each block of time.
  - If mandated by your employer, you'll be required to leave a note when manually adding hours, and/or to identify if a break was taken.

Gusto will automatically calculate your time worked for the day and log it in your Time tracking tab.

Track your hours in the Gusto app

- Open the Gusto Wallet app.
- Go to the **Time/Work** tab.
- Click **Clock in**.
  - If you'd prefer to manually add hours for the day, click the **Current pay period** card and then click **Add hours** and select your clock in and clock out time period(s) for the day.
    - You'll also have the opportunity to enter a note for each block of time. If mandated by your employer, you'll be required to leave a note when manually adding hours, and/or to identify if a break was taken.
- Click **Clock out** when your shift is done.

Gusto will automatically calculate your time worked for the day and log it in your Time tracking tab.

Review, edit, or remove hours tracked

If you need to manually adjust your time worked, follow the steps below to add, edit, or remove hours. This doesn't require you to clock in or out, and your employer will be notified that your hours have been changed.

- Click **View Pay Period** in the Time Tracking tile on your Dashboard or click the **Time Tracking** tab.
- Confirm the pay period selected is the one for review.
- To edit, click the **pencil icon** next to the day of the week.
- Here you can add, edit, or delete misreported hours as needed.
  - If mandated by your employer, you'll be required to leave a note when making edits to your hours and/or to identify if a break was taken.

Gusto will automatically update your tracked hours. You can edit your hours up until the point the hours have been approved or a payroll administrator has processed payroll for that pay period. If you need to make any edits past this point, reach out to your payroll administrator.

Record your meals and rest breaks

Record a meal or rest break (both paid and unpaid) with Gusto Time Tracking in your Gusto account.

Track breaks from your Gusto dashboard
- Sign in to your Gusto account.
- Click the Time Tracking tile on your dashboard.
- To take a break when you're clocked in, select **Take a break** and select the type of break—meal or rest.
    - You'll only see this if your admin has meal and rest breaks set up and you're assigned to a break policy.
- When your break is done, remember to come back to the app and select either **End break and clock in** or **End break and clock out**.
    - If you end your break early, you may be asked to select why you're ending it early. See your break specific state laws.

Gusto will automatically calculate your time worked for the day and log it in your timesheet for your manager or admin to review and approve.

Add a break to hours worked on your timesheet
- Sign in to your Gusto account.
- Click the **Time tracking** tab.
- In the **My hours** tab, click **Edit** next to the day/shift you need to record a meal or rest break for.
    - A red exclamation point indicates a 'missing break' based on the rules set by your employer.
- When entering your time, if a break was required you'll be prompted to indicate:
    - What type of break was taken—meal or rest.
    - How long the break was.
    - When the break started.
- If a break ended early or was delayed, you may be asked to select a reason why.
- Click **Submit**.