

Owner quick start

The simple route from site attendance to hours ready for your payroll process.

1 Today

Sign in with your owner email and password. Open Today to see who has clocked in and what needs attention.

CURRENT OWNER SIGN IN

Owner / manager sign in

Email address

Password

Show password

Sign in →

[Forgot password?](#)

2 Review

Open only the items needing a decision. Read What happened, then SiteTick recommends. Confirm facts you know; ask the worker when you do not.

Missing Clock Out

WHAT HAPPENED

Clock In recorded at 07:57. No Clock Out was recorded.

3 Payments

Choose the period. Check who is ready and excluded. Review the export, then prepare and save the CSV for your existing payroll process.

A saved correction does not clear a separate issue. The export does not pay anyone.

[Open owner sign in](#)

Set up and hand over

Complete these once before your team begins using SiteTick.

1 Confirm company details

Complete the client setup form. Check the company name, sites, payroll period, lunch and overtime rules with your SiteTick contact.

2 Add sites and workers

In the app open More → Sites, then More → Workers. Place the site entrance accurately, check the radius, assign workers and save.

3 Share worker access

Copy each worker's sign-in details and send them privately by your chosen channel. SiteTick prepares the message; you send it. Ask the worker to try the first sign-in.

PAYMENTS EXAMPLE • SYNTHETIC DATA

Payroll partially ready

6 employees ready · 2 need review · 8 employees total

96.92 payable hours

Ready employees only. 95.73h ordinary · 1.18h overtime · 0h paid breaks.

Before exporting

A worker with an unresolved pay-affecting issue stays out of that selected period's ready totals and CSV. Ready workers can proceed. Check exclusions and Export history before importing a later file for the same period.

Help and contact

Use Help in the app for Add a site, Add a worker, Review attendance and Prepare payroll hours. Contact support@sitetick.co.uk for product help. Direct worker attendance and privacy questions through your normal company contact.

[Client setup form](#)

[In-app Help](#)

[Owner sign in](#)