

Check. Review. Export.

Check who is on site. Resolve the items that need attention. Export checked hours for payroll.

1

Check Today

Sign in with your owner email and password. Open **Today**. Check who is on site. Check the items that need attention.

2

Resolve Review items

Open **Review**. Select a worker and a day. Read **What happened**. Read **SiteTick recommends**. Confirm only information that you know is correct.

3

Export checked hours

Open **Payments**. Select the pay period. Check ready and excluded workers. Check the totals. Select **Review export**. Then select **Prepare CSV** and **Save CSV**.

Before payroll

Resolve each pay-affecting issue before you include the worker in the CSV. The CSV is an attendance file. It is not a payment.

GET HELP

Add a site

Open **More**, then **Sites**. Select **Create site**. Set the entrance and radius. Save the site. Assign workers.

Add a worker

Open **More**, then **Workers**. Add the name, mobile number and site. Send the sign-in details in a private message.

Missing clock-out

Open the item in **Review**. Enter a finish time only when you can confirm it. Save the decision.

Ask your SiteTick contact about setup and payroll rules. Product support: support@sitetick.co.uk

Updated 30 September 2026 | sitetick.co.uk