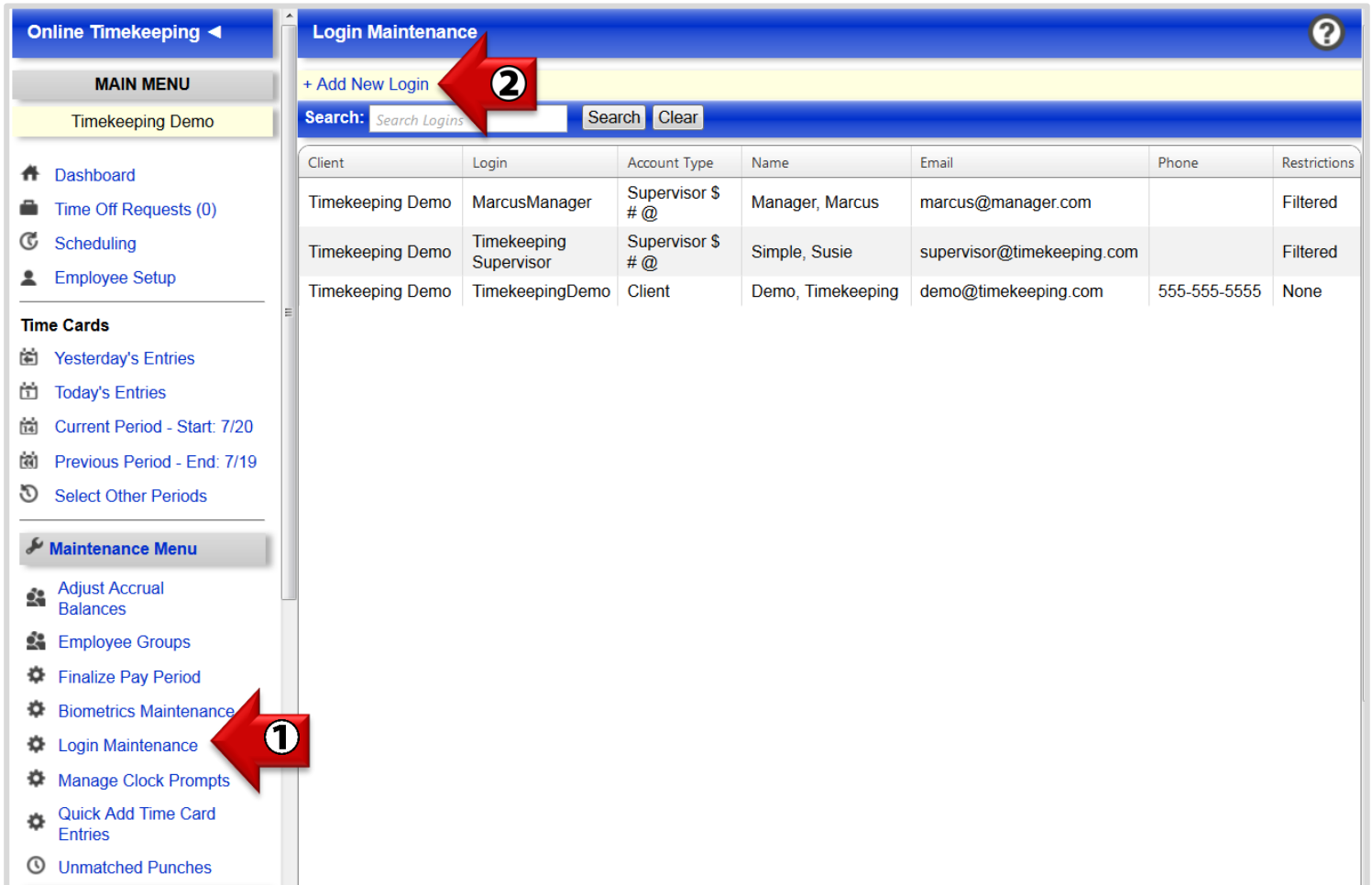


Add a Supervisor Login

To give access to a set of administrative capabilities for a particular login account, create supervisor logins. The administrative account settings are accessible via a login and password that you create. Permissions and restrictions can be assigned upon login.

Step 1. From the “Maintenance Menu” on the left pane, select the "Login Maintenance" link. (See illustration 1.1). Selecting the "Login Maintenance" link will display your current login accounts. Note: You can change or delete any of the login accounts by selecting the login name and using the options provided.

Step 2. Click the "Add New Login" link which is found at the top of the page. (See illustration 1.1).



The screenshot displays the 'Login Maintenance' page. On the left, the 'Maintenance Menu' is visible, with 'Login Maintenance' selected. The main area shows a table of existing logins and a '+ Add New Login' button at the top.

Client	Login	Account Type	Name	Email	Phone	Restrictions
Timekeeping Demo	MarcusManager	Supervisor \$ # @	Manager, Marcus	marcus@manager.com		Filtered
Timekeeping Demo	Timekeeping Supervisor	Supervisor \$ # @	Simple, Susie	supervisor@timekeeping.com		Filtered
Timekeeping Demo	TimekeepingDemo	Client	Demo, Timekeeping	demo@timekeeping.com	555-555-5555	None

(Illustration 1.1)

Step 3. This screen allows you to add a new supervisor level login/password combination to the system. Complete the “New Login”, “New Password”, “Confirm New Password”, “First” and “Last” name fields. The supervisor will be prompted to complete the remaining fields during their first login. (See illustration 1.2).

Add New Login


This screen lets you add a new login/password combination to the system. This is only for adding employer or supervisor access, not for employees to clock in or out with the web clock.

The new password must be at least eight characters long AND have two different classes of characters (e.g., uppercase, lowercase, symbols, or numbers).

- Supervisor Login for Webinar Client Limited access to a single client account, such as view-only, or access to a partial list of employees.

User Information:

New Login:	<input type="text"/>
New Password:	<input type="password"/>
Confirm New Password:	<input type="password"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Phone:	<input type="text"/>
E-mail Address:	<input type="text"/>
Confirm E-mail:	<input type="text"/>
	<input type="button" value="Save"/>



(Illustration 1.2)

Step 4. After you have saved the login and password, you are able to set permissions/restrictions. The restrictions section is based on the “Supervisor Account Employee Visibility.” Select which employees the supervisor will be able to view. If using “Time Card Approvals,” select which employee time cards the supervisor can approve. (See illustration 1.3).

Step 5. Once complete, Click “Update Employee Visibility Settings.”

Step 6. Next, determine which permissions the supervisor will have access to from the list of options in the “Supervisor Account Permissions.”

Note: If this client was previously active on the TimeWorks system, enter “Archived Data Reports” in the “Enter Named Permissions” field. This provides the supervisor with access to view history from the TimeWorks system through select reports.

Step 7. Once complete, click Update Permissions.

SUPERVISOR ACCOUNT EMPLOYEE VISIBILITY

4

Which employees is this supervisor allowed to see?

If you select by group or criteria, the specific employees that can be seen will automatically follow changes that are made to employee setup.

- All active employees
- All employees (including inactive)
- Specific employees
- All employees in group(s)

DPT 200

- Select by criteria

Will this supervisor login need to view employee time cards when they work in their group, but are not directly reporting to this Supervisor?

A common example is an employee covering a shift at an alternate location than their usual assigned "Home" location.

Alternate employees visible to this login

- This login can view employee time cards if...

Dept = Department 300

Advanced

[Advanced Custom Selection Help](#)

Of the employees this supervisor can see, for which employees is this supervisor allowed to approve time cards? Choose *All Employees* if the time cards that can be approved are the same as the time cards this supervisor can see.

- No employees
- All active employees
- All employees (including inactive)
- Specific employees
- All employees in group(s)

DPT 200

- Select by criteria

Update Employee Visibility Settings

5

SUPERVISOR ACCOUNT PERMISSIONS

6

Select features that this supervisor is allowed to access. For special permissions, enter the name of the permission or permissions separated by a comma in the box below.

Enter Named Permissions: Archived Data Reports

- Can See Wages
- Can Edit Punches
- Can Access Employee Setup
- Can Edit/Delete Unmatched Punches

Update Permissions

7

(Illustration 1.3)