

# Add New Employee

Adding a new employee to the timekeeping system is done by an authorized user. Depending on your access level and permission settings you may not have access to set up a new employee. With a client level login you have full access to setup and manage employees in the “Employee Setup” page.

**Step 1.** To add a new employee click “Employee Setup” from the left pane, or click on “Add New Employee” and skip step 2.

**Step 2.** Select “Add New Employee” found in the “Employee Setup Options” list. (See illustration 1.1).

The screenshot displays the 'Employee Setup List' interface. On the left, a sidebar menu includes 'Employee Setup' (highlighted with a red arrow and a circled '1') and 'Add New Employee'. The main area shows a table of employees with a dropdown menu open over the 'Employee Setup Options' header, highlighting the 'Add New Employee' option with a red arrow and a circled '2'.

<input type="checkbox"/>	Employee Name				Location
<input type="checkbox"/>	Accruals, Austin	1003	DPT 300	Susie Simple, Gavin Groups	Maple Blvd
<input type="checkbox"/>	Bulletin, Bethany	1111	DPT 100		
<input type="checkbox"/>	Forgetful, Frank	1001	DPT 300	Susie Simple	Main Street
<input type="checkbox"/>	Groups, Gavin	1009	DPT 500	Marcus Manager	Maple Blvd
<input type="checkbox"/>	Job Code, Josh	1007	DPT 200	Gavin Groups	Main Street
<input type="checkbox"/>	Restaurant, Roberto	1002	DPT 200	Gavin Groups	Main Street
<input type="checkbox"/>	Tugboat, Talon Mr.	1000	DPT 100	Gavin Groups	Corporate
<input type="checkbox"/>	Simple, Susie	1006	DPT 500	Marcus Manager	Main Street
<input type="checkbox"/>	Mileage, Marcus	1011	DPT 300	Susie	Corporate
<input type="checkbox"/>	Overtime, Oscar	1015	DPT 100	Gavin Groups	Main Street
<input type="checkbox"/>	PTO, Paige	1004	DPT 300	Susie Simple	Corporate

(Illustration 1.1)

**Step 3.** There are 3 mandatory fields: First Name, Last Name, and Logins / Numbers. The other fields will be populated according to your company’s profile. (See illustration 1.2).

Note: Hover your mouse over the field titles for a brief description of each field.

In the Login and Numbers field the word “Logins” refer to the login ID that will provide access to the Web Clock, Employee Self Service (ESS) Portal, and TimeWorks Mobile (if activated). The word “Numbers” refer to a PIN or Card number used to clock IN/OUT of a time clock. Note: wall-mounted hardware clocks can only accept numerical values for punching IN/OUT.

For example, enter a user Login ID to access the ESS Portal and a card number to punch IN/OUT of a time clock. An additional field populates when data is entered, giving you the ability to have additional logins and card numbers if needed. Only the first three fields can be used as Web logins.

A password is only required if using the Web Clock, ESS Portal, or TimeWorks Mobile. While entering the password in the “Employee Setup” you will be able to see the password. Once the new employee is added to the timekeeping system the password will be hidden from view.

The employee will be prompted to change their password the first time they log into the ESS portal. If using the Web Clock the employee will need to log into the ESS Portal first in order to change their password to punch IN/OUT of the Web Clock.

Note: If an employee does not have access to use the ESS portal, they will need to click on the “Timecard” link found in the top right corner of the Web Clock. The employee will then be prompted to change their password.

**Step 4.** Click “Save and Exit” or “Cancel” found at the bottom of the page.

The screenshot shows the 'Employee Setup' form. The 'Identity' section includes fields for Employee Code, First Name, Middle Name, Last Name, Designation, Phone, E-mail, Start Date, Separation Date, Export Block (set to 'Not blocked'), Web Clock Enabled (set to 'No'), Mobile Punch Enabled (set to 'No'), Mobile Enabled (set to 'No'), and Add GPS to Mobile Punch (set to 'No'). The 'Logins / Numbers' section includes a field for Logins / Numbers and a Self-service password section with fields for New password and Enter again for verification. The 'Employee Data' section includes fields for Employee Type (set to 'Salary Full Time'), Title, Department, Location, Supervisor, Home 1, Home 2, and Home 3. At the bottom, there are 'Save and Exit' and 'Cancel' buttons. A red box highlights the Identity and Logins / Numbers sections. A red arrow with the number '4' points to the 'Save and Exit' button.

Employee Setup	
<b>Identity</b>	
Employee Code	<input type="text"/>
First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
Designation	<input type="text"/>
Phone	<input type="text"/>
E-mail	<input type="text"/>
Start Date	<input type="text"/>
Separation Date	<input type="text"/>
Export Block	Not blocked ▼
Web Clock Enabled	No ▼
Mobile Punch Enabled	No ▼
Mobile Enabled	No ▼
Add GPS to Mobile Punch (If Available)	No ▼
Options	<input type="text"/>
Identifiers for punching the clock (card numbers, Web logins, PINs) - NOTE: Only the first three are usable as Web logins.	
Logins / Numbers	<input type="text"/>
Self-service password	New password: <input type="text"/> Enter again for verification: <input type="text"/> Press Save without entering a password to lock employee out from all self-service functions.
<b>Employee Data</b>	
Employee Type	Salary Full Time ▼
Title	<input type="text"/>
Department	<input type="text"/>
Location	<input type="text"/>
Supervisor	<input type="text"/>
Home 1	<input type="text"/>
Home 2	<input type="text"/>
Home 3	<input type="text"/>
Save and Exit	Cancel

(Illustration 1.2)