

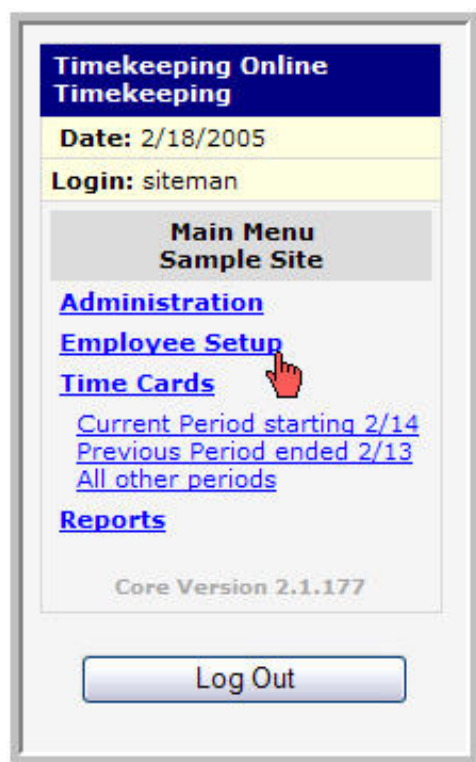
## Client Account Tasks

### Assign Employees to a Supervisor



Assigning employees to a particular supervisor permits that the designated supervisor will have administrative abilities for the employee (unless otherwise restricted), including viewing and editing of time cards, running selected reports, etc

- 1 An employee will be coordinated with a specified supervisor in the employee's personal setup file. To access the file, click on the *Employee Setup* link from the *Main Menu* (see below).





From the setup screen you may operate in one of two ways: work with an individual employee by clicking on the desired name or work with multiple employees simultaneously by checking each individual's corresponding check-box along with the *work with selected employees* button provided below the table (see illustration).

## Employee Setup

Choose Field ▼
 Choose Action ▼

	Employee Name	SSN	Dept.	Hire Date	Code	Card #1
	<a href="#">(add new)</a>					
<input checked="" type="checkbox"/>	<a href="#">Richardson, Richard</a>	999332222	Bakery		C121	1234
<input type="checkbox"/>	<a href="#">Noqqin, Richard</a>		Deli	1/1/2005	1234	12345
<input type="checkbox"/>	<a href="#">Else, Someone</a>		Grocery	5/1/2004	FUP	22223
<input checked="" type="checkbox"/>	<a href="#">Guy, Another</a>	987654321	Grocery	7/26/2004	SUP001	1111
<input type="checkbox"/>	<a href="#">Guy, Some</a>		Grocery	7/26/2004	KMCG001	4321

**5 employees shown.**

[Check All](#) | [Clear All](#) | 
 Work with selected employees

- 3 To assign the employee a supervisor, enter the name of the supervisor in the appropriate *Supervisor* entry box found in the individual's personal file (see illustration 1.3). When the supervisor generates their report, this employee's information will now be included on the report

## Work With Selected Employees

Things you can do to your selected employees all at once:  
Change Location, Department, Title, Web Password, Pay Rates

**You have selected 2 employees.**

What do you want changed?	<div style="border: 1px solid black; padding: 2px;">Location <span style="float: right;">▼</span></div> <div style="border: 1px solid black; padding: 2px; margin-top: 2px;">                 Location                  Department                  Title  <b>Supervisor</b>                  Web Password                  Default Pay Rate                  Alternate Pay Rate #1                  Alternate Pay Rate #2                  Alternate Pay Rate #3             </div>
Change it to what?	
<input type="button" value="Submit"/>	
<b>Change Auto-Lunch Settings</b>	
Auto lunch will be deducted after how many continuous work hours?	
How many minutes to	

auto-deduct for lunch?	Alternate Pay Rate #3	
<input type="button" value="Submit"/>	Options	
<b>Quick-Add Pay</b>	Rounding Rules	
<a href="#">Click here to go to the Quick Add Pay</a>	Schedule	
<b>Stored Procedures</b>	Home1	
Click <a href="#">here</a> to visit the Stored Procedure	Home2	
employees.	Home3	
	Separation Date	stored procedure name that works with selected



The changes will be available once saved.

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