

Client Account Tasks

Employee Setup Summary Tool



The *Employee Setup* screen serves as both a navigator and an informative tool. This valuable summary contains all information from the *Employee Setup* files for each employee. The tool can be customized by adding and hiding desired item columns.

- 1 To access the employee information summary tool, select the *Employee Setup* link from the *Main Menu* (see illustration below).

Note: The *Employee Setup* screen acts as both a navigational tool and informative summary. As a navigational tool, the company screen contains hyperlinks to each employee's personal file. As a summary tool, you can customize each of the columns displayed in order to better direct your operations. Use the screen tool-bar which includes a drop-down menu containing all the *Employee Setup* items. The drop-down menu is associated with table buttons such as *Show Column* and *Hide Column* to specify the table's display (see illustration below).

Online Timekeeping

Date: 2/16/2005

Login: siteman

Main Menu
Sample Site

[Administration](#)

[Employee Setup](#)

[Time Cards](#)

Current Period starting 2/14
Previous Period ended 2/13
All other periods

[Reports](#)

Core Version 2.1.161

Log Out

Employee Setup

Employee Name	Dept.	SSN	Choose Field	Choose Action
(add new)				
<input type="checkbox"/> Else, Someone	Liquor			
<input type="checkbox"/> Guy, Another	Liquor	987654321		
<input type="checkbox"/> Guy, Some	Grocery		KMCG001	4321
<input type="checkbox"/> Noggin, Richard	Liquor		1234	12345
<input type="checkbox"/> Richardson, Richard		999332222	C121	1234

5 employees shown.

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

- 2 From the setup screen you may operate in one of three ways: *add new* employee record; 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 below).

3 Once the tables are accurately formatted as desired, they may be used to best identify necessary changes or print the summary using your provided screen tool bar

4 System operation for each item will apply as listed below. Utilize help pop-ups to better understand each item and its use.

Employee Setup

First Name	<input type="text"/>	Last Name	<input type="text"/>
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"/>	SSN	<input type="text"/>
Web Password	<input type="text"/>	Auto Lunch	<input type="text"/> minutes, after <input type="text"/> hours.
Start Date	<input type="text"/>	End Date	<input type="text"/>
Employee Code	<input type="text"/>	Default Payrate	<input type="text"/>
Pay Rate 1	<input type="text"/>	Pay Rate 2	<input type="text"/>
Pay Rate 3	<input type="text"/>	Card Number 1	<input type="text"/>
Card Number 2	<input type="text"/>	Card Number 3	<input type="text"/>
Schedule	<input type="text"/>	Additional Options	<input type="text"/>

Employee Setup

Employee Name	SSN	Dept.	Hire Date	Choose Action
(add new)				
<input type="checkbox"/> Richardson, Richard	999332222			
<input type="checkbox"/> Guy, Some		Grocery	7/26/2004	
<input type="checkbox"/> Else, Someone		Liquor	5/1/2004	
<input type="checkbox"/> Guy, Another	987654321	Liquor	7/26/2004	
<input type="checkbox"/> Noggin, Richard		Liquor	1/1/2005	

5 employees shown.

[Check All](#) | [Clear All](#) |

