



## Employee Profiles Essentials

EMPLOYEE PROFILES ☆ + Add Employee ? Feedback

Sort by: ID Employee Filter

Search [ ] [X] Information Jobs Overtime Hours Leave Payroll Access Exceptions Personnel Custom Fields Contracts

Showing 10 records of 10

1	Becky Damer		Becky Damer	Role No role assigned	Select Role	Delete
2	Joseph Ramos					
3	Jim Potts					
4	Mick Ramos					
5	Tom Potts					
6	Jim Ramos					
7	Mark Barthow					
8	Franco Ramos					
9	Jack Jackson					
10	Tom Johnson					

**Becky Damer** Expand all Collapse all Cancel Save

Role No role assigned

**Personal**

ID: 1 Gender: << Unspecified >> Cell: (325) 212-0000

First Name: Becky Last Name: Damer DOB: 9/21/1961 Phone: (325) 212-0000

Address: 2314 Ave B SSN: 31635024 Email: Becky.Damer@testdata.com

City: Smallville State: TX Zip: 32525

+ Company

+ Other

The **Employee Profiles** screen is where you will add and edit employee information. It is also where you will assign job codes to each employee.

On the left side of the screen, you will see a list where the first 100 employees will appear. If there are more than 100 employees then use the Page control at the top of the employee list. Specific employees can be shown using the Filter button. Employees can also be filtered by typing in a name or number into the **Search** bar. Clicking the **X** button to the right of the search bar will revert the list to the previous settings. The list can also be sorted by several methods, in ascending or descending order from the **Sort by** menu.

### Adding an Employee

1. Click the **Add Employee** button in the top right corner of the screen to bring up the **Add Employee** wizard.
2. Enter in basic employee information on the **Information** screen. The three fields required to add an employee are **First Name, Last Name, and ID**, which should automatically fill in with the next available number. Once you have this information, click **Next**.
3. Assign a job code on the **Assign Job Codes** tab. To assign a job code to an employee, click **Assign**. In the **Assign Job Codes** window, you will have the option of clicking one or more job codes and clicking **Assign** to assign them to an individual. You can also change the default rate for each of the selected job code(s) by clicking on the **Rate** drop-down above the job code list. Once you have assigned a job code, you can click **Next** to go to the final screen, or **Finish**.



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4. If desired, on the **Default Settings** screen, choose the job code that will be selected by default when the employee clocks in or when a manager adds the shift.
5. Once you are happy with the employee's settings, click **Finish** to create the employee.

## Renumbering an Employee

If you need to renumber an employee for any reason, you can easily alter the number in the **ID** field on the employee's profile (in the **Information** tab, under **Personal**). Make sure that the new number does not conflict with an existing employee ID number.

## Deleting an Employee

Click the **Delete** button to bring up the **Delete Employee** prompt. On this screen you can delete the employee by clicking the green **Ok** button.

It is **strongly recommended** that you do **not** delete employees that already have hours logged in the system. Deleting an employee will also delete *all* of these records. If an employee no longer needs to be on the list, consider deactivating the employee by suspending them or entering in a **Termination Date** (**Information** tab > **Company** section).

**For assistance please call Customer Support at: (325) 223-9300**  
**Or visit us at: [Support.TimeClockPlus.com](http://Support.TimeClockPlus.com)**

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