

Step One:

Adding Employees

Setup tab, Employee Setup

Add the new employee's username here

Add New Employee (Bulk import or remove users with the **Employee Import** page)

Username	Employee #	Password (Optional)	Email (Optional)	Department	Status
Bathory, Elizabeth	15		elizabeth@easytimeclock.cc <input checked="" type="checkbox"/> Send[?]	None	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Terminated

Add Employee

Enter Employee # and Save Changes
*Necessary when using a reader or exporting to payroll

Want to send login info to your employee?
Enter the employee's email, click Send, then click "Add Employee."

This sends:

- Company Login
- Username
- How to log in
- How to create a password (only if one is not assigned)

This does not send the employee's password.

After saving, the new Username will drop down into the list of employees.

Filter by: Status Department Employee

There are 21 active usernames
[Export Employee List to Excel](#)

Click On Column Headers To Sort.

Username ▲	Employee #	Change or Clear Password	Email	Status	Department	Last Activity	Delete
Bathory, Elizabeth	15	<input type="text" value=""/> <input type="checkbox"/> Clear (Password is blank)	elizabeth@easytimeclock.cc <input type="checkbox"/> Send[?]	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Terminated	None	1/11/2017 3:44:29 PM	<input type="checkbox"/> Delete
Berkowitz, David	17	***** <input type="checkbox"/> Clear	david@easytimeclock.com <input type="checkbox"/> Send[?]	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Terminated	Reps	12/5/2016 12:36:36 PM	<input type="checkbox"/> Delete

Change or Clear Password

Clear
(Password is blank)

Leaving Password Blank:
Employee logs in for the first time with **NO** Password.
After login, employee will be prompted to create a password.



Step Two:

Downloading Employees to Reader

Setup tab, Reader Download

Select Reader:

695134200151 (offline)

6618154100029 (offline)

6695143800010

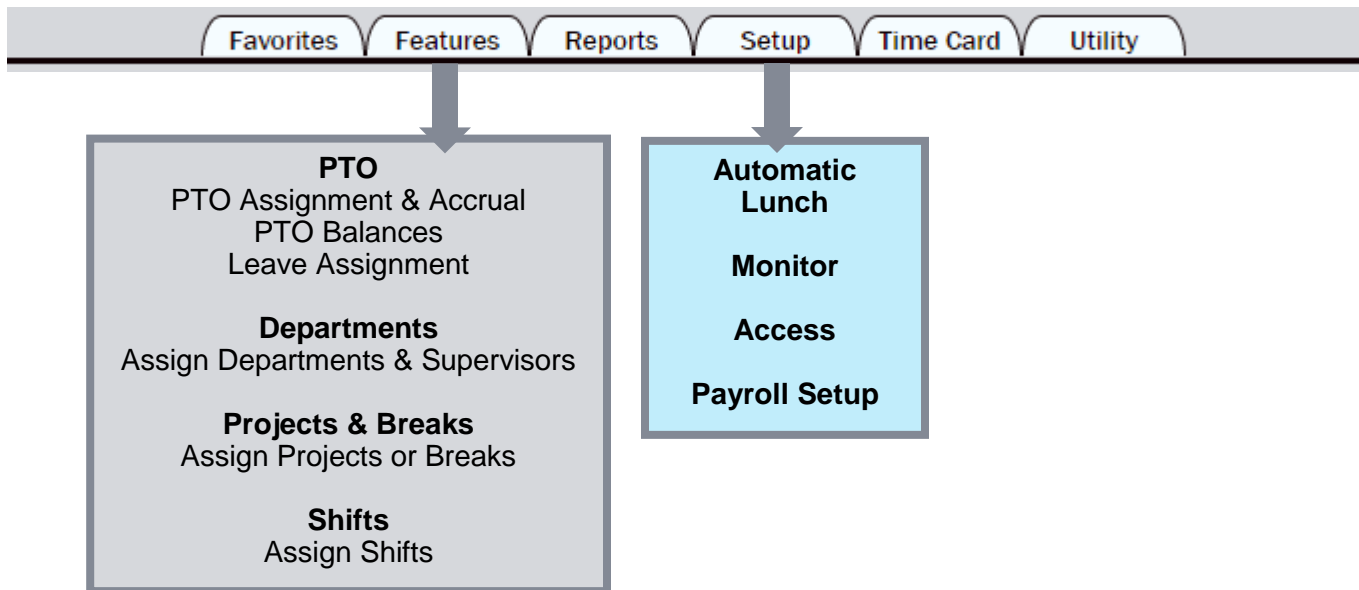
Multiple readers? Make sure to choose one or more at the top of the page!

Employee	Employee #	ID Card	Download	Disable Web Clock In	Reader Clock In Password (Optional)	Reader Access
			Check All	Check All		
Admin	99999	8165963	<input type="checkbox"/> Download		Set <input type="text"/>	Admin ▾
Bathory, Elizabeth	13	8236166	<input checked="" type="checkbox"/> Download	<input checked="" type="checkbox"/> Reader Only	Set <input type="text"/>	User ▾

Click the Download box and Save Changes. This will send the information to your reader.

To block employees from clocking in and out on any other device, check this box.

When adding employees, you may need to visit these additional pages.



For further assistance with Adding Employees, contact Customer Service.

(405) 314-2436 • support@easytimeclock.com