



Allow Supervisor Access for certain usernames by using our **Departments/Supervisors** features.

Step One:

Create Departments

Features tab, **Departments**

Department	Internal Note	Remove
Office		<input type="checkbox"/>
Reps		<input type="checkbox"/>
Supervisors		<input type="checkbox"/>
Warehouse		<input type="checkbox"/>
Add New Department		

Add Departments.

Save Changes

Optional:

Create a "supervisor" department to assign all supervisors to. This will restrict them from editing their own time cards.

Step Two:

Assign Departments &
Create Supervisors

Features tab, **Assign Departments and Supervisors**

If an employee is a supervisor, check the box next to each department. He or she will be supervisor. This will allow the supervisor to view the timecards of the employees assigned to these departments.

Similar to the Supervisor column. This will allow the supervisor to edit the timecards of the employees assigned to these departments.

Assign each employee to a department.

Employee	Member Of	Supervisor	Edit Access
Bathory, Elizabeth	None ▾	<input type="checkbox"/> Office <input type="checkbox"/> Reps <input type="checkbox"/> Supervisors <input type="checkbox"/> Warehouse	<input type="checkbox"/> Office <input type="checkbox"/> Reps <input type="checkbox"/> Supervisors <input type="checkbox"/> Warehouse

Let's look at a few examples.

Employee	Member Of	Supervisor	Edit Access
Bathory, Elizabeth	Office ▼	<input checked="" type="checkbox"/> Office <input type="checkbox"/> Reps <input type="checkbox"/> Supervisors <input type="checkbox"/> Warehouse	<input checked="" type="checkbox"/> Office <input type="checkbox"/> Reps <input type="checkbox"/> Supervisors <input type="checkbox"/> Warehouse

Elizabeth can view and edit timecards of the employees assigned to the Office department, including herself.

Employee	Member Of	Supervisor	Edit Access
Bathory, Elizabeth	Supervisors ▼	<input checked="" type="checkbox"/> Office <input type="checkbox"/> Reps <input type="checkbox"/> Supervisors <input type="checkbox"/> Warehouse	<input checked="" type="checkbox"/> Office <input type="checkbox"/> Reps <input type="checkbox"/> Supervisors <input type="checkbox"/> Warehouse

Elizabeth can view and edit timecards of the employees assigned to the Office department. Because she is not a member of Office, she cannot edit her own timecard.

Employee	Member Of	Supervisor	Edit Access
Bathory, Elizabeth	Supervisors ▼	<input checked="" type="checkbox"/> Office <input type="checkbox"/> Reps <input type="checkbox"/> Supervisors <input type="checkbox"/> Warehouse	<input type="checkbox"/> Office <input type="checkbox"/> Reps <input type="checkbox"/> Supervisors <input type="checkbox"/> Warehouse

Elizabeth can only view the timecards of the employees assigned to the Office Department. She cannot make any edits.

For further assistance with Assigning Departments / Supervisors, contact Customer Service.

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