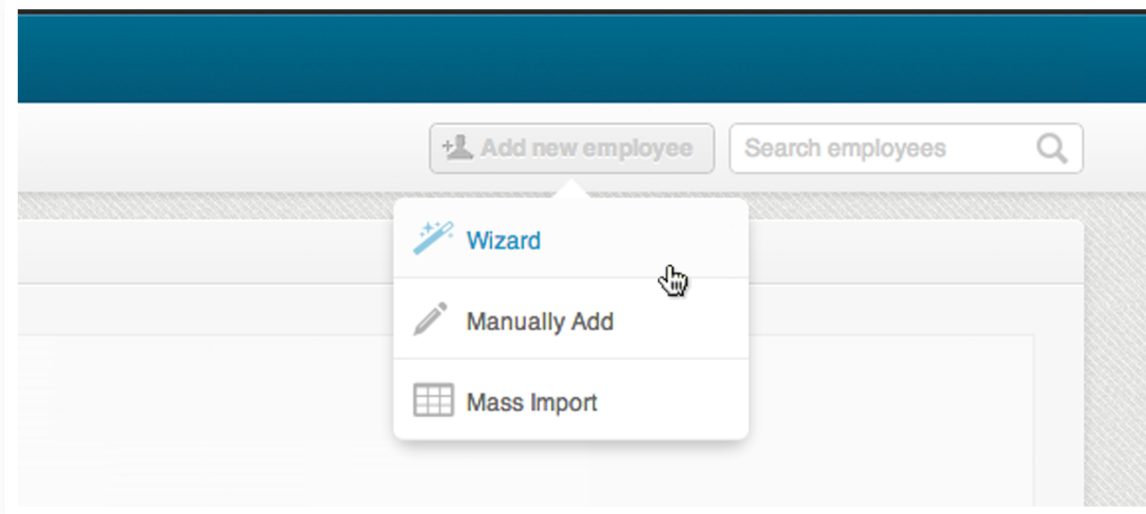


Adding employees



Via **New Employee Wizard**

The advantage of using the wizard is that it will show all the items you have set up on your account settings like the schedules, positions, compensation levels, etc. This will then be added to the employee's profile.

Tip: Before using this feature it is best to first set up your account under the Settings tab.

Via **Manual Employee Input**

You can simply create an employee profile using this feature. However, if you use this option, you'll need to enter all of the employee details manually. For example, the employee's position, compensation, schedule, and shift.

Tip: This option is best for clients with few employees.

Via **CSV Import**

This feature lets you import an unlimited number of employees into the system at once. Just follow the format on the employee spreadsheet template found [here](#) and save it as an Excel (.xls or .xlsx) file.

Tip: Upon completion please forward the spreadsheet to support@payrollhero.com. One of our client success representatives will verify the information and import it into your account.

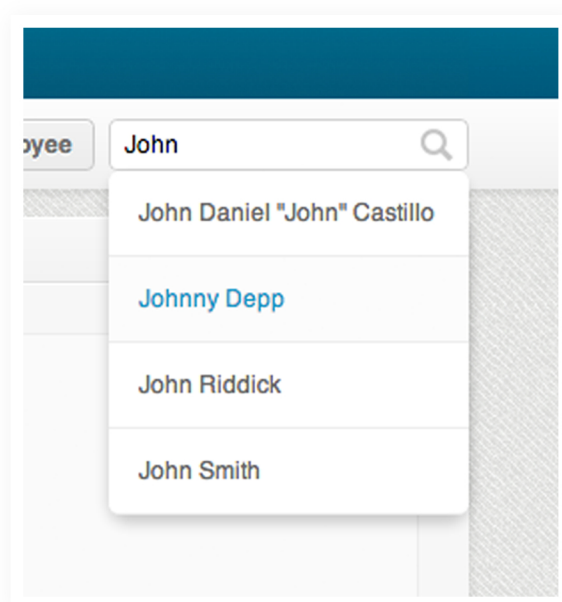
TimeClock Basics

There are three things that you need to set up in order to use the TimeClock: gender, employee type, and schedule.

Tip: You can import employee information by batch via CSV as long as you remember to complete the gender and employee type columns. There is also an option to import employee schedules by batch via CSV.

Gender

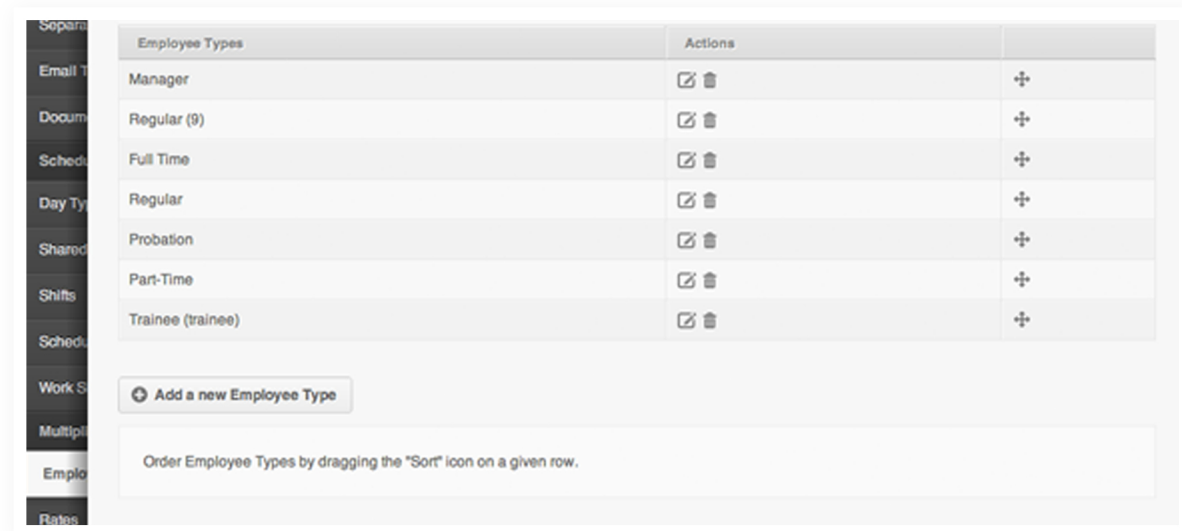
Begin by searching for the employee's name in the search box. By selecting the employee from the results shown you can view their profile. Gender is under Personal Data.
























Personal Data	
Date of Birth :	
Middle Name :	Sparrow
Gender :	Male
Marital Status :	Single
Number of Children :	1
Employee Number :	13579
Employment Date :	2012-08-28
Payment Method :	Cash

Employee Types *(Thresholds)*

Proceed by selecting one of the available employee types in order for the default thresholds and overtime rules to apply. Navigate from Settings → Employee Types.



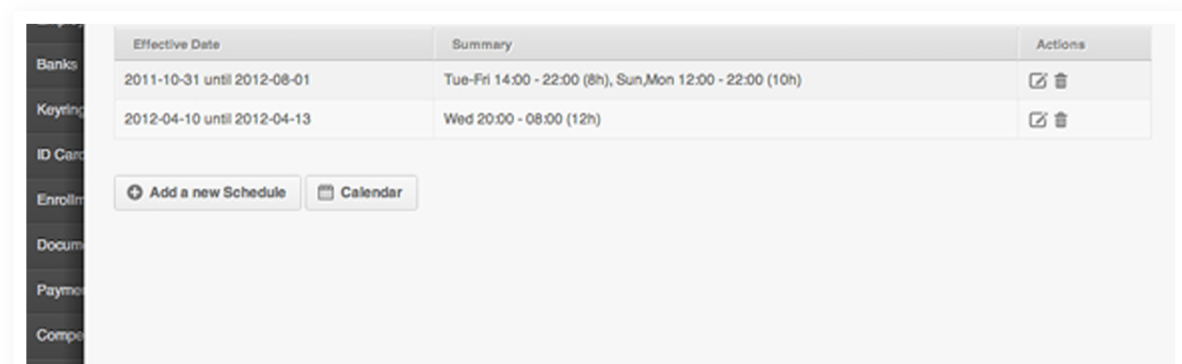
The screenshot shows the 'Employee Types' settings page. On the left is a sidebar with navigation links: 'Separate', 'Email T', 'Docum', 'Schedu', 'Day Ty', 'Shared', 'Shifts', 'Schedu', 'Work S', 'Multipl', 'Emplo', and 'Rates'. The main content area has a table with the following data:

Employee Types	Actions
Manager	  
Regular (9)	  
Full Time	  
Regular	  
Probation	  
Part-Time	  
Trainee (trainee)	  





Below the table is a button: [+ Add a new Employee Type](#). At the bottom, a text box says: 'Order Employee Types by dragging the "Sort" icon on a given row.'

Schedules

Finally, import employee schedules by batch via CSV or apply them manually by selecting Schedules within the employee's profile.



The screenshot shows the 'Schedules' settings page. On the left is a sidebar with navigation links: 'Banks', 'Keyring', 'ID Card', 'Enrollm', 'Docum', 'Payme', and 'Compe'. The main content area has a table with the following data:

Effective Date	Summary	Actions
2011-10-31 until 2012-08-01	Tue-Fri 14:00 - 22:00 (8h), Sun,Mon 12:00 - 22:00 (10h)	 
2012-04-10 until 2012-04-13	Wed 20:00 - 08:00 (12h)	 

Below the table are two buttons: [+ Add a new Schedule](#) and [Calendar](#).