

Manage Employee Profile Settings

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From the **Top Toolbar**, select **Employees**

Either search for the **Employee's Name**, or click on the **Employee** from the Employee List

The screenshot displays the Teamwork software interface. At the top, the navigation bar includes 'Dashboard', 'Schedules', 'Employees', 'Reports', 'Share Files', and 'Tools'. The 'Employees' tab is highlighted with a red box. On the right side of the navigation bar, there are icons for 'Tech Support' and a user profile. Below the navigation bar, the 'Employee List' section is visible. It features a search bar labeled 'Search for Employees' with a magnifying glass icon, highlighted with a red box. Below the search bar, there are buttons for 'Active', 'Inactive', and 'Working Shown'. The main content area shows a list of employees under the 'SW' location. The list includes columns for 'Name', 'Email', 'Phone', 'Language', 'Permissions', and 'Active'. The 'Bunton, Emma' row is highlighted with a red box. The table also includes an 'Invite' button for each employee.

Select the **Profile Tab**

In **Contact Information**, name, email, and mobile phone are critical, however if you source employee information externally you may need to update the source.

For example, if you pull employee information from your Payroll Provider, you may need to update contact info within the payroll account

Employees enter their own **Verification Keys**, **Password**, and **Preferences**

Be sure to press **Update Account** when done

Edit Profile for Emma Bunton

Edit Availability, Days Off and Activate/Inactivate

Profile Schedules / Roles Salary / Wages Permissions Alerts Reminders, Certs & Custom Input Manager Notes

Contact Information

Merge: Move Shifts, Punches, Wages, Roles, Tips and PTO from find an employee To this Employee Merge

ON Active

Preferred Gender Pronouns

First Name (or nickname)

Legal First Name (payroll)

Middle Name

Last Name

Notification Methods

Push Notifications: No Device Detected
Download the DolceClock App for Apple or Android phones to get notifications

Email Address

Verification Key Verified [Email Me the Key](#)
Verification key must be entered to receive alerts

Phone Number (with areacode)

Verification Key Verified [Text Me the Key](#)
Verification key must be entered to receive alerts

Employee Login

New Password

Confirm New Password

4 digit Quick Pin Clock-In (Only applicable to Clock-In Stations Setup as Quick Pin Stations)

4 Digits [Generate Pin](#)

[Invite](#)

[Send Password Reset](#)

Password must contain at least: 6 characters, 1 number, 1 Uppercase Letter, 1 Lowercase Letter, no more than three identical consecutive characters.

[Update Account](#)

Edit schedules/locations by clicking **Schedules / Roles**

Select **Working** for any location that employee can appear on the schedule.

Note: One of the working locations must be chosen as Primary

Selecting "**View**" allows an employee to view this location's schedule, but cannot work at this location

Profile **Schedules / Roles** Salary / Wages Permissions Alerts Reminders, Certs & Custom Input Manager Notes

Schedules - Primary Schedule is SW - FOH: SW - FOH

Primary Working View

	Primary	Working	View
SW			
FOH			
SW - FOH	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
BOH			
SW - BOH	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
MGT			
SW - MGT	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>

Companies that require Extended Profile Information can ask employees to fill out the final section.

Extended Contact Information for Payroll

Address Line 1 <input type="text"/>	State/Province <input type="text"/>	Hired Date <input type="text" value="May 30, 2023"/>	Emergency Contact Name <input type="text"/>
Address Line 2 <input type="text"/>	ZIP/Postal Code <input type="text"/>	Original Hired Date <input type="text"/>	Emergency Contact Relationship <input type="text"/>
City <input type="text"/>	Alternative Phone Number <input type="text"/>	Birthday <input type="text"/>	Emergency Contact Phone # <input type="text"/>

For the next step in setting up an employee, see [Managing Employee Role Settings](#)