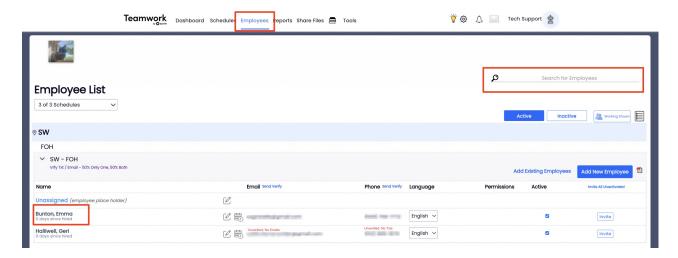
Manage Employee Profile Settings

From the Top Toolbar, select Employees

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



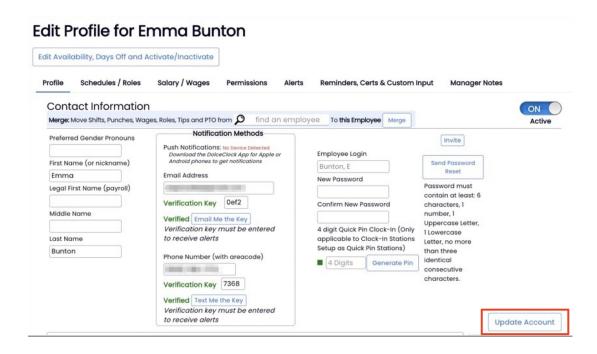
Select the **Profile Tab**

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

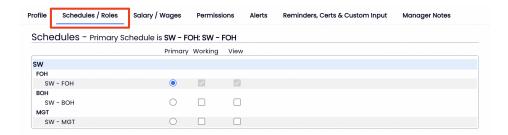


Edit schedules/locations by clicking Schedules / Roles

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



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

Extended Contact Information for Payroll Address Line 1 State/Province Hired Date **Emergency Contact Name** May 30, 2023 Address Line 2 ZIP/Postal Code Emergency Contact Relationship Original Hired Date City Alternative Phone Number Emergency Contact Phone # Birthday Ħ

For the next step in setting up an employee, see Managing Employee Role Settings