Adding Employee Wisely ID in Teamwork

Last Modified on 12/24/2023 9:45 am MST

During the Wisely integration process, you must assign cards to your employees within their Teamwork profile. In order to do so, navigate to the Employee roster from the top toolbar, and click on the intended employee.

Sign out 🕎 Dashboard	Schedules Employees	Tools 🐣 File Depo	t 🚍	Trial Expired	Φ Δ 🛛	Tech Support
5/						
	Employee List 9 of 9	search for e Schedules	Active	Inactive	Show Working @	
Newly Imported Employees	Vrfy Txt / Email - 0% Only One, 0% Both		Add Exist	ing Employees 🗍 🔶 Add	New Employee	Import Employees From POS/Payroll
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Unassigned (employee place holder)	Ľ					
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😑 San Ramon-Slanted Door FOH	Vrfy Txt / Email - 59% Only One, 45% Bot	h			Add Existing Emp	oloyees 🛛 🔶 Add New Employee 🛛 🖠
Name	Email Send Verify	Phone Send Verify	Username	Lang	Permissions	Active Invite All Unactivated
Unassigned (employee plant, der)						
Embry, Alvetta	aoembry@gmail.com	(415) 490-7569	Embry, A	Eng 🗸		✓ Invite (Activated)
Garduno, Joaquin	juacoairian@yahoo.com		Garduno, J	Eng 🗸		Invite is Sent Email Never Delivered? Click Here
Gonzalez, Moises	Moisesgg0@gmail.com	(415) 990-2337	Gonzalez, M	Eng 💙		Invite (Activated)
A Johnson, Tavitha	tavithajohnson@gmail.com	(925) 961-2321	Johnson, T	Eng 🗸		Invite (Activated)
🜻 Lu, Anna	annaaalu@gmail.com	(510) 710-2559	Lu, A	Eng 🗸		Invite (Activated)
Marquard, Allyson	ally@allylegato.com	(818) 297-4509	Marquard, A	Eng 🗸		✓ Invite (Activated)
	Unverified: No Emails			-		Invite is Sent

From their main profile tab, scroll down until you see the Pay Cards settings

it Profi	le for .	Alvetta Embry	7						
Availability, Da	ays Off and A	activate/Inactivate						Back to E	mploye
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iddle Name		Verification key must be entere receive alerts	d to	4 digit Quick P	in Clock-In (Only	number, Upperca 1 Lowerd	1 se Letter, case		
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		Verification Key: 58cb			Generate Pin	consecu characte	tive ers.		
		Verified Text Me the Key Verification key must be entere receive alerts	d to				Upo	date Account	

Click "Create/Assign Wisely Account"



And now, type in the 16 digit card number and click Create / Assign Wisely Account!

(Assign to Card ID
Cancel	Create/Assign Account

You will then see the appropriate update to the status, here.

