Adding Employee Wisely ID in Teamwork

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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.

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

Edit Profile for Alvetta Embry 🦄

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)
Alvetta

Legal First Name (payroll)

Middle Name

Last Name
Embry

Notification Methods

Push Notifications: **Available** (Device Recognized)

Email Address
aoembry@gmail.com

Verification Key: eec9

Verified Email Me the Key

Verification key must be entered to receive alerts

Phone Number (with areacode)
(415) 490-7569

Verification Key: 58cb

Verified Text Me the Key

Verification key must be entered to receive alerts

Employee Login
Embry, A

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 (Activated)

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

Drop Photo File Here

Click "Create/Assign Wisely Account"

Pay Cards

Applied Status: Not Approved
Account (333333) **Status:** Created
Card Status: Not Activated

Create/Assign Wisely Account

Employee Preferences

☐ Show My Onboarding List

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

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