

Updating Employee Contact Information (Email & Phone Number)

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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 'Employees' tab is selected in the top toolbar. Below the toolbar, there is a search bar labeled 'Search for Employees'. The main content area is divided into two sections: 'Employee List' and 'Dan X's Tacos (Uptown) [Locations -> N]'. The 'Employee List' section shows a table of employees with columns for Name, Email, Phone, Language, Permissions, and Active. The 'Dan X's Tacos (Uptown)' section shows a table of employees for that location, also with columns for Name, Email, Phone, Language, Permissions, and Active. In both tables, the 'Alli Grater' employee is highlighted with a red box.

Name	Email	Phone	Language	Permissions	Active
Unassigned (employee place holder)					
Ana Balcarcel (Balcarcel, A.)			English		
Jennifer Hill (Hill, J.)			English	Admin	

Name	Email	Phone	Language	Permissions	Active
Unassigned (employee place holder)					
Vlad Gonzalez (Gonzalez, V.)			English		
Alli Grater (Grater, C.)	Unverified. No Email: alli.grater@gmail.com		English		
Yuming Haung (Haung, Y.)			English		

Select the **Profile Tab** > Here, you'll see all contact information related to that employee.

To update or enter the **email address**, click inside the email address field and enter the new email.

To update or enter the **phone number**, click inside the phone number field and enter the new number.

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Search

Edit Profile for Alli Grater

Edit Availability, Days Off and Activate/Inactivate Back to Employee List

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)
Alli

Legal First Name (payroll)

Middle Name

Last Name
Grater

Notification Methods

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

Unverified: No Email
Email Address
alli.grater@gmail.com

Verification Key

Email Me the Key
Verification key must be entered to receive alerts

Unverified: No Text
Phone Number (with areacode)

Verification Key

Text Me the Key
Verification key must be entered to receive alerts

Employee Login

Brown, C

New Password

Confirm New Password

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

1234

Generate Pin

Clear User Override

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

After making any changes, be sure to click **Update Account**. This step is required for the changes to save.

“Information Saved” Once you see this message at the top of the screen, you’re all set.

Next, you can follow the steps outlined in this article to **Invite Employees** to their account: <https://support.dolceclock.com/help/invite-employees>