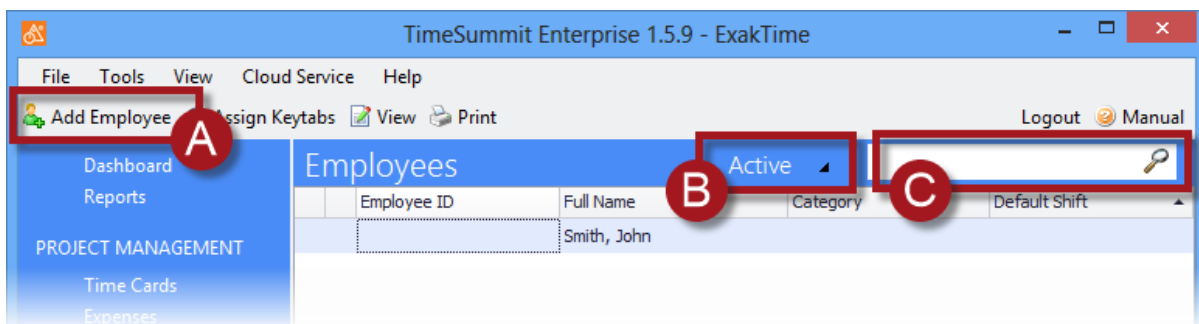
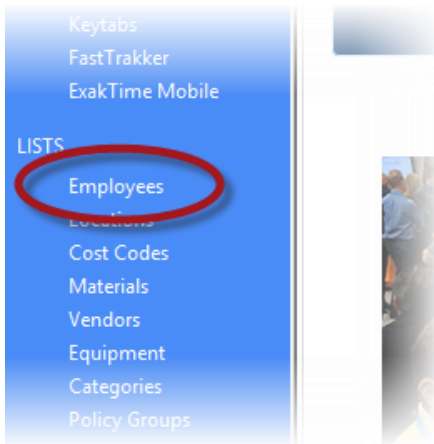


Employees are the people that are interacting with TimeSummit, be it an administrator or employee clocking in/out.

Step 1: Navigate to the **Employees** List on the Navigation pane to the left.



- A. Add a new Employee.
- B. View Active or Inactive Employees.
- C. Search for an Employee.

Step 2: Click **Add Employee** in the upper left corner to add a new location.

Step 3:

The screenshot shows the 'Untitled - Employee' window with the following fields and annotations:

- Name:** First, Middle, Last, Suffix. A red box labeled '1' encompasses the entire name section.
- Employee ID:** A text field. A red box labeled '2' encompasses this field.
- Language:** A dropdown menu currently set to 'English'. A red box labeled '3' encompasses this dropdown.
- Other fields:** Hire date, Date of birth, Policy group (Default), Hourly wage (\$0.00), and an Active checkbox.

1. Enter in the Employee name.
2. Enter in the Employee ID if you use them (or your accounting package uses them). If not, don't worry, this isn't required.
3. Specify the Employee's preferred language for ExakTime Mobile.

When finished, click **Save and New** at the top of the window if you have more employees to add, or **Save and Close** when you are done.

If you are using ExakTime Mobile, then you'll need to use **Security Center** to setup Roles and assign Employees to those roles.