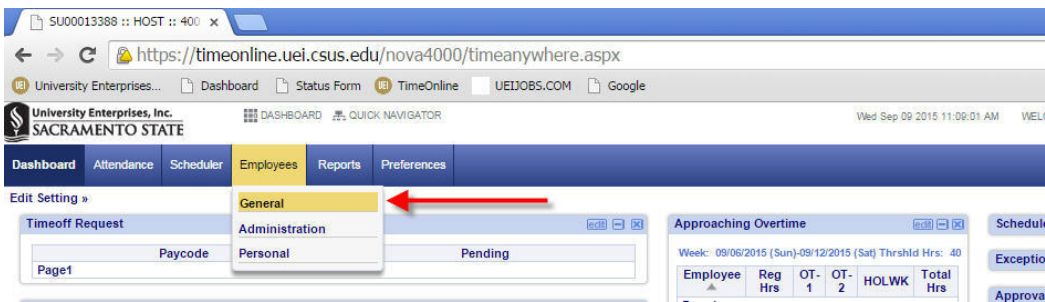


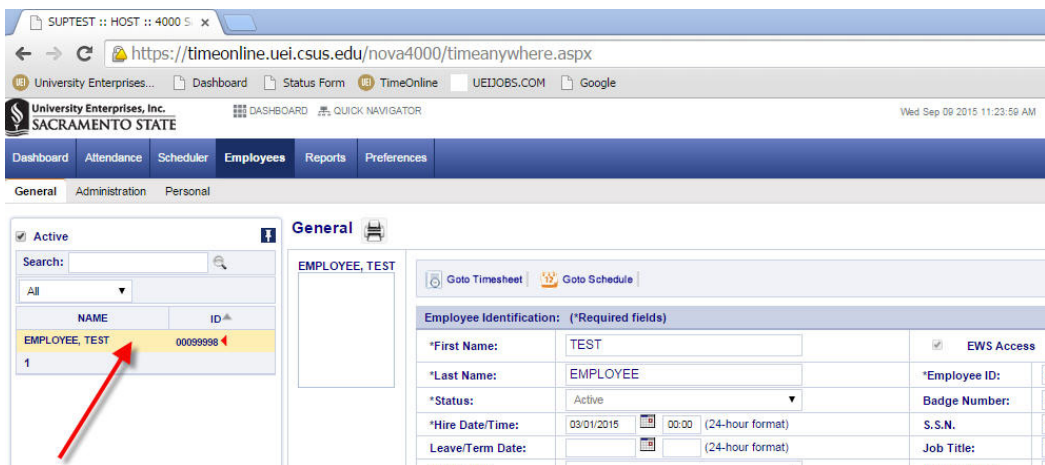
TIMEONLINE

Supervisor – Manage Employee Passwords

1. Login to TimeOnline.
2. Select “Employees/General” from the tab menu.



3. From the left navigation window, select the employee.



4. Click on the “Reset Password” to prompt a password change for your employee.

