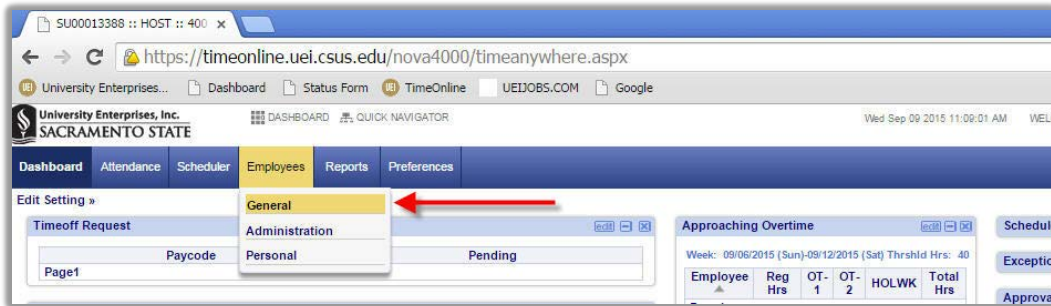
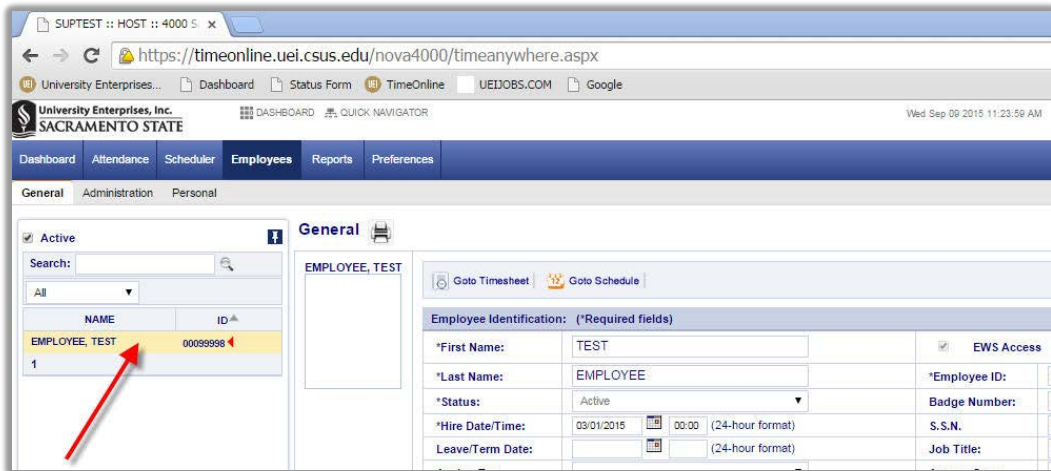


Supervisor – Manage Employee Passwords

1. Login to the timekeeping system.



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.

