



Adding employees

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To add a new employee log in to the TIMEDOCK web portal and navigate to **Setup > Employees** in the top navigational menu and then click **New** within the left-hand-side actions menu. A form will appear asking for the following details:

Detail	Required?	Description
Name	Required	The name of the employee.
Payroll ID	Required	A unique reference code or number for your employee. Ideally this will be the same as the employee reference code from your payroll software.
Department	Optional	A department code that will be attached to In/Outs unless overridden by higher-level department code (for example all work on a particular job may be assigned a specific department code). This feature is most often used for payroll and reporting purposes.
Normal rate	Optional	The regular hourly pay-rate of the employee.
Photo	Optional	A photo of the employee that will appear on printed ID cards.

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