

Employee Setup

Description	This screen is used to add new employees to the system.
Location	Admin>Setup>Employee Setup
	<ol style="list-style-type: none"> ① This will search all employees. ② This will add new information. ③ This will delete selected information. ④ Save new information before you close. ⑤ This button will reset employee password for “Forgot Password”. ⑥ Search employees with specific information. ⑦ Input basic information of newly added employees. ⑧ Input unique User ID that will be used when you log in. ⑨ In order to keep employees’ past working history, don’t delete employees. You can inactivate their status. ⑩ Set a group for employees to give them different levels of permission. ⑪ Employee Payroll Kind. ⑫ List of employees. Once you finish adding an employee to the system, click Save⑤
Note	-Use a unique User ID when you add new employees.

Add New Employee

1. Click **Insert** ② button.
2. Type in basic information of newly added Store from **Field** ⑦.
3. When you type in a **User ID**, use a unique number that does not duplicate any other.
4. Choose the **Group** you want to put your employees in. Groups all have different permissions.

CE	Employee
EX	Executives
SA	Sub Agent
SM	Store Manager
TM	Territory Manager
ZZ	System

5. When you are done, click **Save** ⑤.

Activate / Inactivate Employees

1. There are **Activate** and **Inactivate** options for employees. ⑩
2. Since work history of employees may be needed at a future time, it is not a good idea to delete employee information.
3. When an employee leaves the company, simply change **Current Status** to **Inactivate**.
4. If employees return to the company, simply change **Current Status** to **Activate**.
5. When you are done, click **Save** ⑤.

Edit Employee Information

1. Click the **Search** ① button for a list of all employees.
2. Select the employee you want edit.
3. You can edit information from **Field** ⑦.
4. When you are done, click **Save** ⑤.

Reset Password / Forgot Password

When your employee forgets their password, you can reset to the default password. Only **Admin** can perform this action:

1. Go to **Admin>Setup>Employee Setup** and choose the employee who forgot their password.
2. Click the **Clear** ⑤ button to reset the password.
3. The default password is **Blank**.

4. When you are done, click **Save** ⑤.
5. Once you saved, let your employee login with the default password and change their password.

Employee Payroll Setup

1. Click the **Search**① button and choose **Employee** or set up the payroll information when you add a new employee.
2. Look at **Column**⑩. Select payroll type between Hourly, Daily and Salaried, and input pay rate amount or salary.

Hourly	Calculate employee payroll with hourly base. If your employee gets Hourly Pay, put how much your employee gets hourly ⑩. Ex) Pay Rate * Total hours of work = Total
Daily	Calculate employee payroll with daily base. If your employee gets Daily Pay, put how much your employee gets daily in Column ⑩. Pay Rate * Total days of work = Total
Salaried	This option is for salary paid employees. If your employee gets Salary every month, put how much your employee gets every month in Column ⑩.

3. When you are done, click **Save** ⑤.

Note: This will be used for payroll function. If you input this information correctly, there should not be any problem with the Cell.O payroll function.