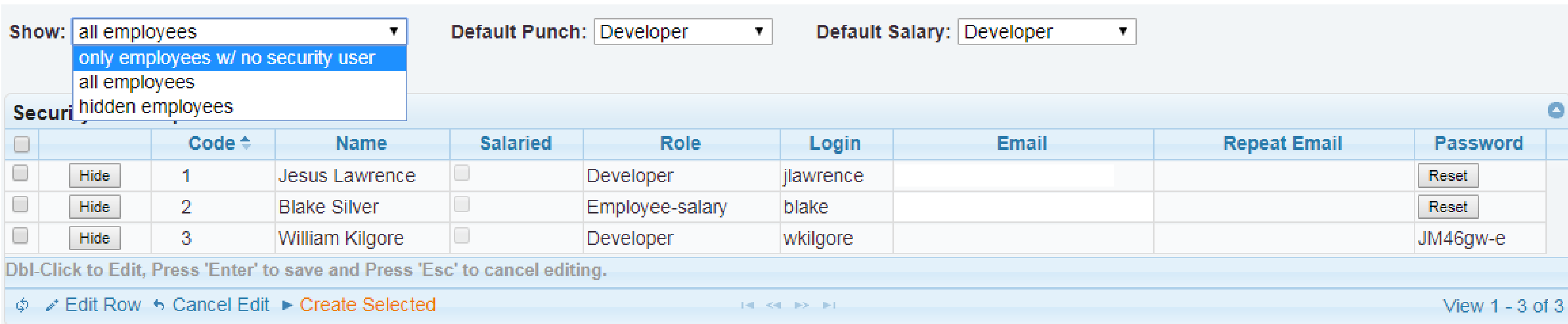
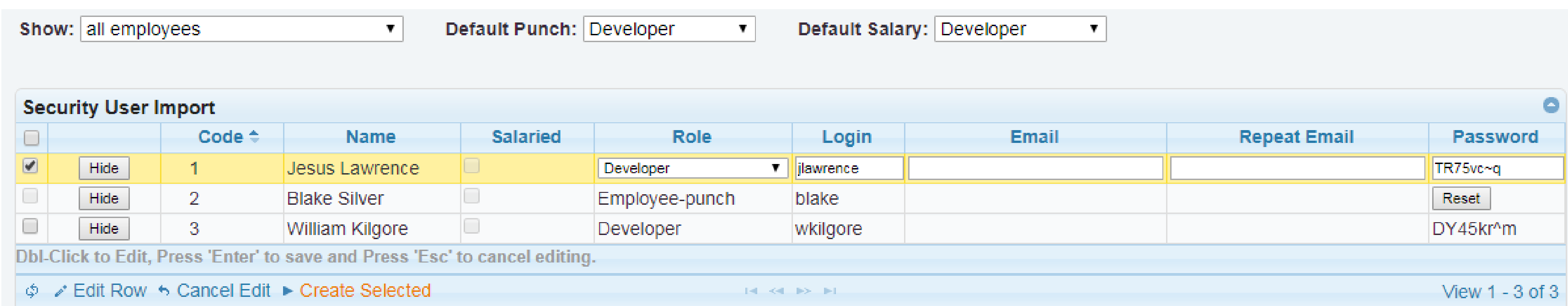
Create a Time Management Account for a New Employee

All employees are synced automatically between Payentry and Time Management. **However, new employees cannot log into Time Management until an administrator has configured login credentials for them**. After you sync the new employees over to Time Management, you can create a new account for them.

1. Go to **Security > User Import**.



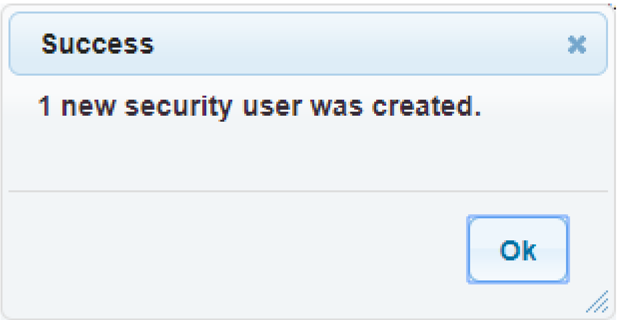
2. Select **only employees w/ no security user** from the **Show** drop down to narrow down your list to employees with no accounts.
3. Click the check box on the left side of the table for each employee to create credentials for. The line highlights.
4. Double click on it to make it editable or click **Edit Row** at the bottom of the table.



5. Enter the new employees email twice; their username and temporary password are automatically generated.

Note: If the employee's email exists in Payentry, you may not need to enter this information as it should have already been synced over.

6. Click the **Create Selected** button at the bottom of the table. A confirmation dialog indicating success appears.



7. Click **Ok.**

The administrator receives an email confirmation and the new user receives an email at the specified address with instructions about how to log into Time Management. They are provided with the username that is the first initial of their first name and their last name, and a temporary password.