

Time & Labor Settings: Exempt

Personal>Access>Edit User Account

Employee User Account Details

Account Status: Enabled Locked Out

Account Deactivation Date:

Security Group: Employee

User Type: Regular User

Employment Information

Employee Id	957
Last Name	Girres
First Name	Mitchell
Preferred Name	Mitchell
Work Phone	(816) 279-1629 Ext.
Home Phone	8166464482
Home Zip Code	64506
Employment Status	Active
Location	4550 - St Joseph Catholic Academy
Serv Area	90 - School
Office	95000 - High School Admin
Title	Athletic Director

Notifications - Email Preferences

<input type="checkbox"/> Never Email	Message Center Only
<input checked="" type="checkbox"/> Work Email	mggirres@bishopleblondhs.com
<input type="checkbox"/> Personal Email	mitchellgirres@yahoo.com

Save Cancel

Username and Password

Username: gmittchell

Force User Password Change?

Change Password?

Password:

Confirm Password:

Multi-Factor Authentication

Enable Multi-Factor Authentication

Login Challenge Questions

Challenge Lockout Minutes Remaining: None

Challenge Questions: [Reset Challenge Questions and Answers](#)

Time & Labor Access

Time & Labor Only Access

Time & Labor Access: Don't Allow

Default Home Page

Default Home Page: Self Service Portal

- Time & Labor Access: Don't Allow
- Default Home Page: Self Service Portal
- Notifications: Only 1 box checked and email address shown

Time & Labor Settings: Exempt

Personal>Access>Edit Time & Labor Access

Time & Labor

Enable Time & Labor Saint Joseph Catholic Academy [158450]

Employee Setup

Time & Labor Badge Number

Payroll

* Payroll Policy Salary

Shift Differential -- Select --

Holiday List Holiday List

Holiday Override Minutes

Enforce Schedule

Charge Rate

Benefits

Benefit Code / Accrual Code -- Select --

Override Default Supervisor Email

Unmapped Labor Levels

Jobs -- Unmapped --

Mobile

Mobile Policy Mobile Policy

Employee Time Zone

* Employee Time Zone (GMT-06:00) Central Time (US & Canada)

Time & Labor Punch

Allow clock in / clock out through web

Time Sheet Approval and Attendance Tracking

Allow Employee to submit time sheet for...

Worked Hours

Clock in / Clock Out Time /

Non-worked Hours

Default Non-worked hours to Paid

Track Attendance Only

Shift Length minutes

Security

Feature Access Template User Access Only

Permission to Manager Groups -- Select --

IP Access Policy IP Policy

Save Cancel

- Enable Time & Labor: Not checked
- Time & Labor Badge Number: Blank
- Payroll Policy: Salary
- Holiday List: - Select -
- Benefit Code/Accrual Code: - Select -
- Allow clock in/clock out through web: Not Checked
- Time Sheet Approval and Tracking: No boxes checked
- Feature Access Template: User Access Only
- IP Access Policy: IP Policy
- Mobile Policy: Mobile Policy

Time & Labor Settings: Non-exempt

Personal>Access>Edit User Account

Employee User Account Details

Account Status: Enabled Locked Out

Account Deactivation Date:

Security Group: Employee

User Type: Regular User

Employment Information

Employee Id	948
Last Name	Baasie
First Name	Kayla
Preferred Name	
Work Phone	816-232-9794 Ext.
Home Phone	
Home Zip Code	64505
Employment Status	Active
Location	4550 - St Joseph Catholic Academy
Serv Area	90 - School
Office	93000 - Early Childhood Center
Title	Early Childhood Aide

Notifications - Email Preferences

Never Email Message Center Only

Work Email

Personal Email kaymariebaa@yahoo.com

Username and Password

Username: kbaasie

Force User Password Change?

Change Password?

Password:

Confirm Password:

Multi-Factor Authentication

Enable Multi-Factor Authentication

Login Challenge Questions

Challenge Lockout Minutes Remaining: None

Challenge Questions: [Reset Challenge Questions and Answers](#)

Time & Labor Access

Time & Labor Only Access

Time & Labor Access: Allow

Default Home Page

Default Home Page: Self Service Portal

- Time & Labor Access: Allow
- Default Home Page: Self Service Portal or Time & Labor
- Notifications: Only 1 box checked and email address shown

Time & Labor Settings: Non-exempt

Personal>Access>Edit Time & Labor Access

Time & Labor
 Enable Time & Labor Saint Joseph Catholic Academy [158450]

Employee Setup
 Time & Labor Badge Number: 948

Payroll
 Payroll Policy: Hourly
 Shift Differential: -- Select --
 Holiday List: Holiday List
 Holiday Override Minutes:
 Enforce Schedule:
 Charge Rate: 0.0000

Benefits
 Benefit Code / Accrual Code: Time Off Request
 Override Details: Supervisor Email:

Unmapped Labor Levels
 Jobs: -- Unmapped --

Mobile
 Mobile Policy: Mobile Policy

Employee Time Zone
 Employee Time Zone: (GMT-06:00) Central Time (US & Canada)

Time & Labor Punch
 Allow clock in / clock out through web:

Time Sheet Approval and Attendance Tracking
 Allow Employee to submit time sheet for...
 Worked Hours
 Clock In / Clock Out Time: /
 Non-worked Hours
 Default Non-worked hours to Paid:
 Track Attendance Only
 Shift Length: minutes

Security
 Feature Access Template: User Access Only
 Permission to Manager Groups:
 IP Access Policy: IP Policy

Save Cancel

- Enable Time & Labor: Checked
- Time & Labor Badge Number: Enter Employee ID
- Payroll Policy: Hourly
- Holiday List: Holiday list applicable to employee's work location
- Benefit Code/Accrual Code: Time Off Request
- Allow clock in/clock out through web: Checked
- Time Sheet Approval and Tracking: No boxes checked
- Feature Access Template: User Access Only
- IP Access Policy: IP Policy
- Mobile Policy: Mobile Policy