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Timeclock Management - Hide Inactive Employees

Rev 07/2019

Overview

To eliminate the need to sort through inactive employees in Timeclock Management, we have added the option to hide these employees from view. With this feature enabled, Timeclock Management will only display employees who are currently active.
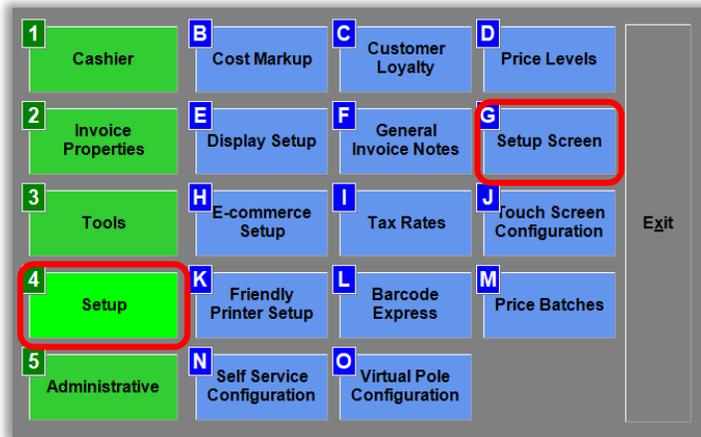
Revision History

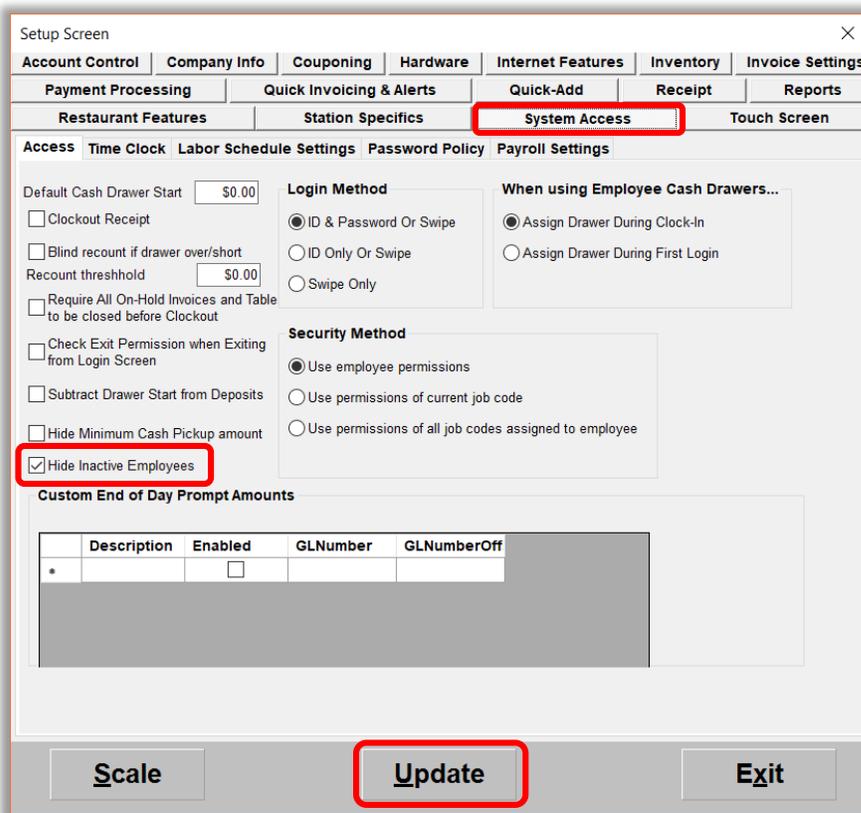| Document Version	Date	Author	Description of Changes
1.0	06.29.2019	BG	Internal Release
1.1	07.08.2019	BG	Edited per JC

Instructions

Enable "Hide Inactive Employees" Setting

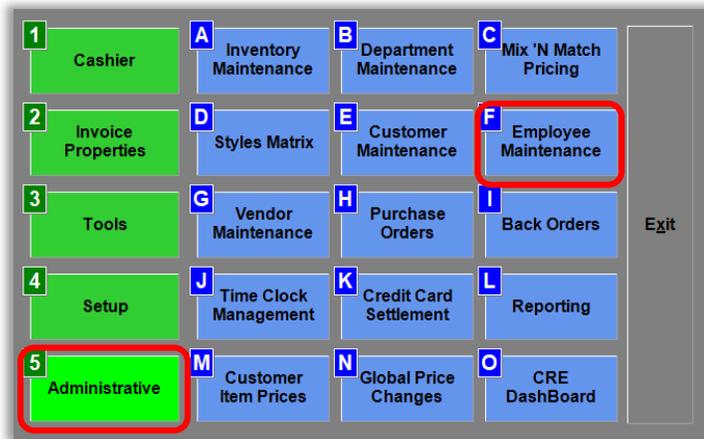**1**   From Invoice screen, go to **Options** | **Setup** (4) | **Setup Screen** (G).

1   On the **System Access tab,** check **Hide Inactive Employees** and click **Update**.

Please note: By default, the **Hide Inactive Employees** setting is turned **OFF**.

Designate Employee(s) as Inactive

2   From Invoice screen, go to **Options** | **Admin** (5) | **Employee Maintenance** (F).

3   Select desired employee, check **Disable this Employee** and click **Save Changes**.

4   Repeat as necessary.

View Results in Timeclock Management

1 From Invoice screen, go to **Options** | **Admin** (5) | **Timeclock Management** (J).
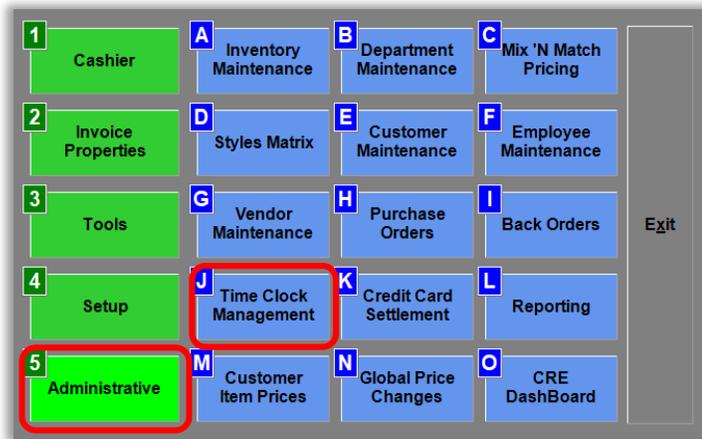
2 View results as shown below. Please note, the upper left image is before enabling setting, and the lower right image is after.