

Heartland | pcAmerica

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.

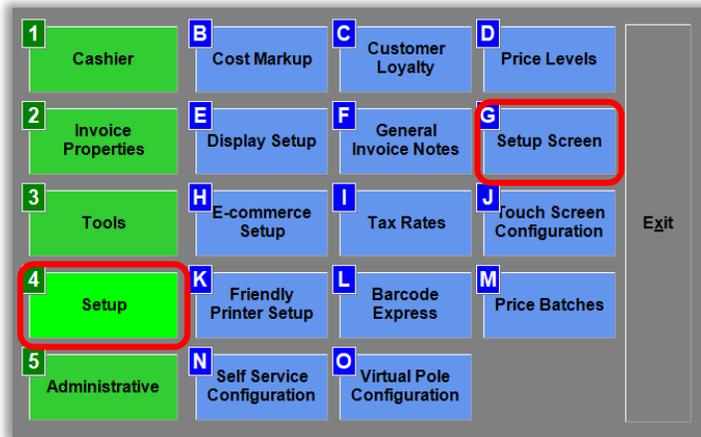
Revision History

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

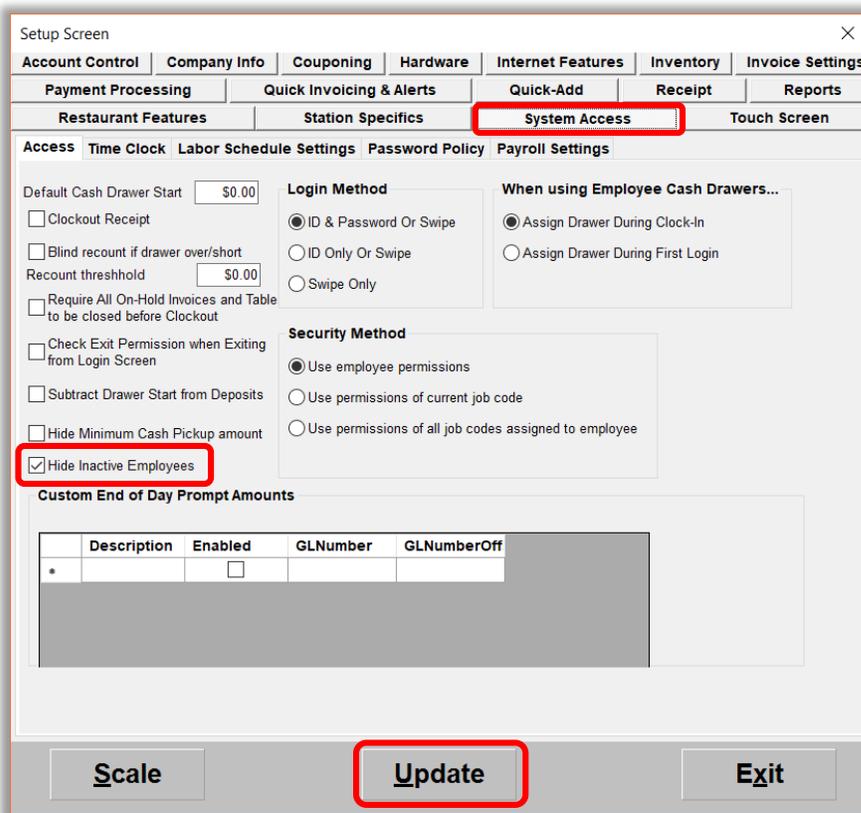
Instructions

Enable “Hide Inactive Employees” Setting

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



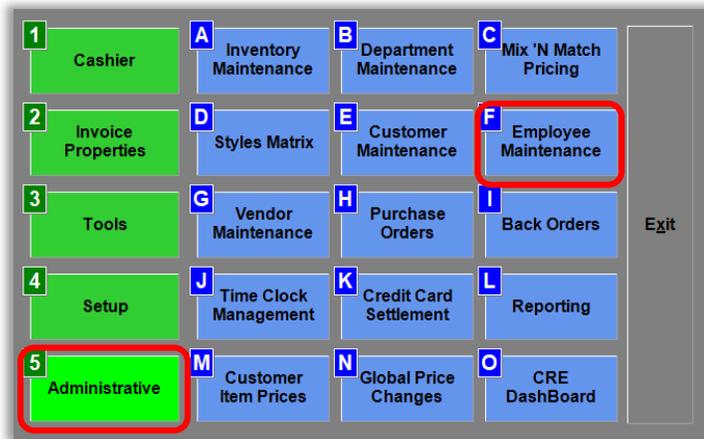
- On the **System Access** tab, check **Hide Inactive Employees** and click **Update**.



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**.

Employee Maintenance

Options **General Information For Rufus** Keyboard

Department: [Dropdown] Card Swipe ID: [Input]
 Employee ID: 10019002 Customer #: [Input]
 Password: [Masked] Hourly Wage: \$0.00
 Display Name: Rufus Take CC Tips in Cash at End of Shift Click to Select Picture
 Disable this Employee Require Clock-In Before Login

Permissions | Personal Info | Job Codes & Wages | Store Associations | Payroll Info

Functionalit: Page 1 | Page 2 | Page 3

Inventory	Invoice Discounts	Prompt	End Transactions	Prompt	Redeem Cards
Customers	Invoice Price Changes	Prompt	Hold & Print	Prompt	Sell Spec Items
Reports	Delete Items	Prompt	Open Cash Drawer	Prompt	Vendor P
Restaurant	Void Invoices	Prompt	Sell Non-Inventory	Prompt	Buyback
Handheld	Allow Exit	Prompt	Tax Exempt Invoice	Prompt	Force Cr Cards

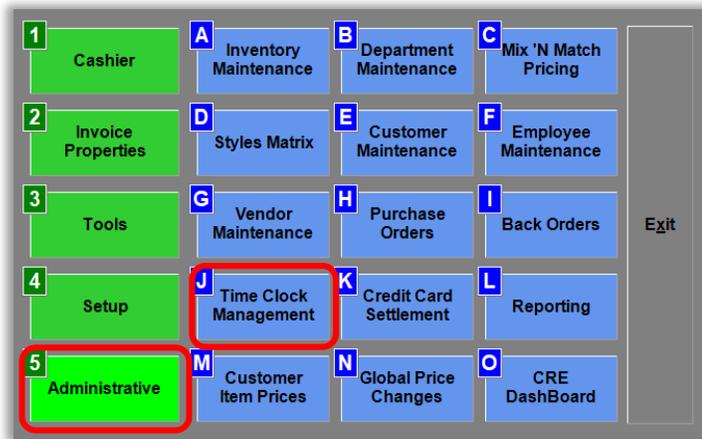
Search by Employee ID: 10019002 The ability to do invoice and line discounts

Previous Next Help **Save Changes** Job Code Setup Time Clock Management
Duplicate Delete Exit

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.

