

LionClock – Add, De-Activate or Delete Employee

SOFTWARE NOTE:

The LionClock software is NOT Tab Wizard software. Our software simply adds a bridge to LionClock so you can take advantage of a payroll software. Tab Wizard can assist in basic functionality. All other support will need to go through LionClock Directly.

You will need to log in as Administrator to add or remove employees. It is always good practice to not physically remove/delete an employee as you may want to keep historic records in event of audit. It is a good idea to only deactivate the employee instead.

1. Click **>File >Activate Administrator Functions**
2. Enter your **>Admin Password >OK**

Delete an Employee

1. **>Select the employee** from the list you wish to remove
2. Select **>Manage >Delete an Employee**
3. **Spell exactly the name of the Employee** you wish to delete **>OK**

De-activate an Employee

1. **Select the employee** from the list you wish to deactivate
2. Select **>Manage >Modify Employee Info**
3. Check the box **“Deactivate Employee” >Save**

When you log out as Admin, the employee will disappear and reappear when you log back in.

Add an Employee

1. Select **>Manage >Add an Employee**
2. Enter the Employee **Full Name**
3. Enter the Employee **PIN number >Create**