How to Manually Set-Up an Employee's User Name and Password

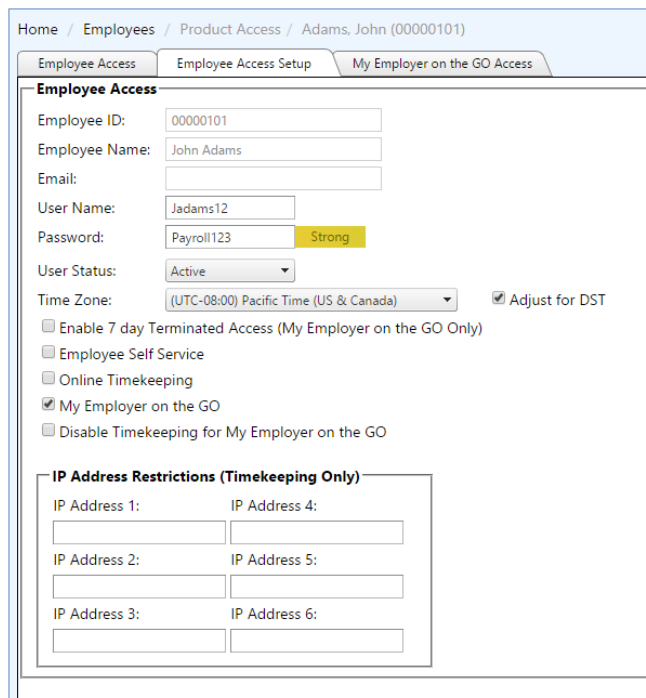Employers will manage the payroll at this site: https://employeronthego.com/?PL=20101029

Employees will clock in/out at this site: my.employeronthego.com/

1. On the **Employee** drop down screen, choose **Product Access**.

2. Click the employee name and then go to the **Employee Access Setup** tab. At the bottom right of the screen, click **Edit**.

3. Enter in a **User Name** and **Password** for the employee.

4. Make sure **User Status** is **Active**, and that you choose the correct **Time Zone**.

5. Depending on the features selected by your company, choose the proper **check boxes** to allow the employee to have access. If you are unsure of what to choose, please contact your payroll processor.

Employer will edit transactions in the **Timekeeping** area of the employer login.