Employee Profile

Setup Employees · https://staging.proclock.com/help/kb/managers/manager-getting-started/setup-employees/employee-profile/

Overview

The **Employee Profile page** in ProClock is the central location for managing all essential information about each employee. This page allows administrators and HR personnel to add, view, and update employee details, configure payroll settings, assign departments, and manage time-off policies. Proper setup of the Employee Profile ensures accurate payroll processing, compliance with labor laws, and efficient workforce management.

Accessing the Employee Profile Page

1. Log in to your ProClock administrator or HR account.
2. Navigate to the **Employees** section from the main dashboard.
3. Select an existing employee to view or edit their profile, or click **Add New Employee** to create a new profile.

Field Descriptions and Options

Below is a detailed explanation of each field and option available on the Employee Profile page.

Personal Information

First Name, Last Name

Enter the employee’s legal first and last names. If two employees share the same name, append a middle name or initial to the First Name field (for example, "John A").

Address

Enter the full street address, city, state, and zip code.

Phone No

Optional. Enter a contact number for the employee.

Birth Date

Optional, but required for California employers (CalSavers Program).

Employment Details

Hire Date

Enter the employee’s exact start date. This is required for accurate vacation and sick accrual calculations.

Termination Date

Enter the date the employee was terminated, if applicable.*Note: To fully terminate an employee, update their Pay Period status to* "*Terminated.*"

Last Raise

Optional. Record the date of the employee’s last pay increase.

Compensation and Payroll

Pay Rate

If Pay Type is Hourly, enter the hourly wage.If Pay Type is Salary, enter the total salary for the selected pay period.

Pay Period

Select the pay schedule:

- Weekly (W)
- Bi-Weekly (B)
- Semi-Monthly (S)
- Monthly (M)

- Terminated (T)
- Inactive (I)

Note: Terminated and Inactive employees are not included in subscription billing. Set seasonal employees to "Inactive" to avoid charges.

Pay Type

Choose Hourly (H) or Salary (S).Salaried employees can track time, but their pay remains fixed.

Withholding Status

Choose: Single (S), Married (M), or Head of Household (HH).

Exemptions

Enter the number of withholding exemptions from the employee's W-4.Enter "99" for employees exempt due to low earnings.*Do not use "Tax Status/Exempt" unless the employee is a 1099 contractor.*

Additional Tax

Enter any extra withholding tax as indicated on the W-4.

Time Off and Accruals

Vac Hrs/Yr

Enter the annual vacation hours the employee is eligible for.A default value may be set in Company Setup.

Accrued Vacation

Enter any vacation hours earned in previous years or carried over from another system.

Start Vac Accruel

Enter the date vacation accrual begins (for example, after a 90-day probation period).

Sick Hrs/Yr

Enter the annual sick hours the employee is eligible for.A default value may be set in Company Setup.

Accrued Sick

Enter any sick hours earned in previous years or carried over from another system.

Start Sick Accr

Enter the date sick accrual begins (for example, after a 90-day probation period).

Note: Vacation and Sick Accrual reports are generated by the Payroll Processor.

Organizational Assignments

WC Ins Code

Select the Workers' Compensation Insurance Code (must be set up in Employer Setup).

Department

Assign a default department (must be set up in Setup → Departments).

Tax State

Select the tax state for the employee. If the company is not multi-state, this field is disabled and defaults to the company's home state.

Pay Policy

Assign a pay policy (set up in Setup → Pay Policies).

Rounding Policy

Assign a rounding policy (set up in Setup → Rounding Policies).

Holiday Package

Assign a holiday package (set up in Setup → Holidays).

Employee Shift

Assign a default shift (set up in Setup → Shifts).

Exempt Employee from Shift Rules?

Check this box to allow the employee to clock in outside scheduled shift hours (for overtime or special permissions).

System Access and Security

Email Address

Required for employees using ProClock on personal mobile devices.Not required for Kiosk device

users.

Password

To reset, click **RESET PASSWORD**:

1. **EMAIL PASSWORD RESET**
   Sends a reset link to the employee’s email.
2. **SET TEMPORARY PIN**
   Generates a 4-digit PIN for Kiosk device setup.

Frequently Asked Questions (FAQs)

What should I do if two employees have the same name?

Add a middle name or initial to the First Name field to differentiate them.

How do I avoid charges for seasonal employees?

Change their Pay Period status to "Inactive."

Can salaried employees use ProClock to track time?

Yes, but their salary will not change based on hours worked.

How do I set up departments or pay policies?

Go to Setup → Departments or Setup → Pay Policies to add or edit options.

What if an employee is exempt from withholding due to low earnings?

Enter "99" in the Exemptions field.

How do I terminate an employee?

Enter the Termination Date and set the Pay Period status to "Terminated."

Troubleshooting Common Issues

Cannot select a Workers’ Compensation Insurance Code

Ensure WC Ins Codes are configured in Employer Setup.

Tax State field is disabled

This is normal if your company is not set up as multi-state.

Employee not receiving password reset email

Verify the email address is correct and check spam/junk folders.

Vacation/Sick accruals not calculating correctly

Confirm Hire Date, Start Accrual Dates, and annual hours are entered correctly. Check Company Setup defaults.

Unable to assign a department or shift

Ensure departments and shifts are set up in the Setup menu.