

Staff PINs

Last Modified on 06/19/2019 2:40 pm EDT

Staff PINs allow your staff to clock in and out of the facility. Using the same clock as parents and caregivers, the **Clock** is a great way to keep track of which staff are onsite.

The Staff PIN is located on the **Summary** tab of the **staff record**. A PIN can be changed by clicking **Edit** in the **Settings** section. Each staff member should also be assigned a primary location. This is the location where they work most frequently.

Staff: Erin Bundi

← RETURN **SAVE CHANGES** **DELETE**

Assign the Location where the staff member will Clock In/Out of most often

Clock-In Clock-Out Class Schedule (PDF) Add Time Schedule Email

Summary **Classes** Attendance Compensation Feedback Skills Certifications Availability Misc Picture

Location JR

First Name Erin Middle Initial Last Name Bundi

Status Active Salaried

Instructor Yes Type Part-Time

Public Nickname

Position Teacher Pos2 Aftercare Instructor Pos3

Home Phone (215) 426-7856 Work Phone Cell Phone

Birth Date 2/21/1975

Address 1 715 NE 24th Ave Address 2

City Lake Worth State FL Zip 33436

Email ebundi@yahoo.com

Emergency Contact

View or edit staff member's PIN

Settings

PIN 3002 **Edit**

Login message expiration mm/dd/yyyy

Login message

Add Login message for staff member to see when clocking in/out



Staff can clock in using any launched Clock, not just the one that matches their Location. To change their Location they will simply click the Location name and select a new one if needed.

